



### Annex 1 - Requirements and Job Descriptions

<b>European Union CSDP Mission in Niger (EUCAP Sahel Niger)</b>  <b>3-2020 Call for Contributions</b>				
<b>Organisation:</b>	<b>EUCAP Sahel Niger</b>			
<b>Job Location:</b>	<b>Niamey, 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 (13 posts)</u></b>			
	NI 02	Deputy Head of Mission	Niamey	08 Mar 2021
	NI 26	Head of Strategic Advice Unit	Niamey	ASAP
	NI 31	Adviser to the Minister of Interior	Niamey	ASAP
	NI 36	Adviser to the Head of National Police	Niamey	19 Feb 2021
	NI 37	Civil Society Adviser	Niamey	16 Mar 2021
	NI 38	Civil Society Adviser	Niamey	ASAP
	NI 39	Head of Interoperability Unit	Niamey	30 May 2021
	NI 55	Penal Procedures Adviser	Niamey	ASAP
	NI 57	Anti Drugs Trafficking Adviser	Niamey	ASAP
	NI 58	Anti Terrorism Adviser	Niamey	ASAP
	NI 74	Border Control Mobile Company Adviser	Niamey	ASAP

AG 09	FO Anti Human Trafficking Adviser	Agadez	01 Jan 2021
AG 10	FO Adviser to the Head of Regional Forces	Agadez	ASAP
<b><u>Seconded/Contracted (19 posts)</u></b>			
NI 07	Internal Auditor	Niamey	ASAP
NI 33	Senior Financial Adviser	Niamey	ASAP
NI 47	CIS Adviser	Niamey	ASAP
NI 79	Project Management Officer	Niamey	ASAP
NI 81*	Administrative Officer	Niamey	ASAP
NI 84	Human Resources Officer	Niamey	17 Nov 2020
NI 85	Chief of Procurement	Niamey	ASAP
NI 89	Procurement Officer	Niamey	ASAP
NI 90	Procurement Officer	Niamey	ASAP
NI 98	Engineer	Niamey	ASAP
NI 99	Asset Management Assistant	Niamey	ASAP
NI 105*	Deputy Senior Mission Security Officer	Niamey	ASAP
NI 108	Field Security Instructor - MSO	Niamey	ASAP
NI 119	Armed Protection Operator	Niamey	ASAP
NI 120	Armed Protection Operator	Niamey	ASAP
NI 121	Armed Protection Instructor/Armourer	Niamey	ASAP
NI 124	Nurse	Niamey	ASAP
AG 13	FO Logistics Officer	Agadez	ASAP

	AG 24	FO Armed Protection Operator	Agadez	ASAP
<b>Deadline for application:</b>	<b>Thursday, 12 November 2020 at 17:00 hours (Brussels time)</b>			
<b>Applications must be submitted via:</b>	1. For seconded candidates from EU Member States: <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a> 2. For contracted candidates from EU Member States: <a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a> 3. For seconded candidates from Invited Third States (application form attached and available also on the EEAS website): <a href="mailto:eeas-cpcc-eucap-niger@eeas.europa.eu">eeas-cpcc-eucap-niger@eeas.europa.eu</a>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Mr Aurel Hariton</b> <a href="mailto:eeas-cpcc-eucap-niger@eeas.europa.eu">eeas-cpcc-eucap-niger@eeas.europa.eu</a>			

\* Availability of this position is subject to a pending end of mission confirmation

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

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/Invited Third 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 Invited Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

**Tour of Duty/Contract Period** – The initial duration of the deployment should be of 12 months.

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

## **I. GENERAL CONDITIONS**

**Citizenship** – The candidates must have Citizenship of an EU Member State or of an Invited 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 result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

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

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

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission.

To ensure duty of care in a non-benign environment, selected seconded/ contracted candidates shall be able to serve the full period of secondment/ contract before reaching the normal age of retirement in Contributing States/ country of residence.

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

## **II. REQUIREMENTS**

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

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

#### **1. Education and Training**

The 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.

#### **2. Knowledge**

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

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).

### **3. Skills and abilities**

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

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

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

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

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

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

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

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

### **II.B Desirable Requirements**

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

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

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

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

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

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

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

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

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

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to LIMITE/LIMITED until the issuance of their national security clearance.

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

**Medical Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for Mission duty by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

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

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

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

**Gender balance** - The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions.

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

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

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

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

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

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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.

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

### **SECONDED POSITIONS (13)**

<b>Position Name:</b> Deputy Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 02	<b>Location:</b> Niamey	<b>Availability:</b> 08 Mar 2021
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

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

The Deputy Head of Mission reports to the Head of Mission (HoM).

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

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP) in consultation with the Chief of Staff;
- To deputise for the HoM in his/her absence;
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To ensure that all Mission activities are consistently planned, supported and executed according to Head of Mission's directions (quality control);
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC;
- To act as the primary interlocutor at senior management level for the Local Staff Committee;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline;
- To undertake any other related tasks, as requested by the HoM.

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

- To contribute to the overall planning of the Mission activities in the field of civilian Security Sector reform;
- To supervise specific projects designated by the HoM and report on a regular basis progress, risks and impact of these projects to the HoM To contribute to the induction training of Mission staff, as required;
- To support the HoM in the duty of care of Mission staff.

#### **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 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level;
- Experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.

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

- Capacity to lead and oversee a Mission with staff members of different professional backgrounds;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Knowledge of diplomatic protocol;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.
- French language skills: minimum level C1 (Proficient User);
- English language skills: minimum level C1 (Proficient User).

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

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

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

- Experience in Africa and or Sahel region.

<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> As soon as possible
<b>Component/Department/Unit:</b> Operations Department/ Strategic Advice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage 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, ensuring coherence and consistency in pursuit of the Mission's mandate;
- 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 as directed;
- 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 Head of Operations;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Component's activities;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To 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 compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Strategic Advice;
- 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 others heads of operational unit on the common strategic aspects of the activities;
- To identify lesson learned in the field of Strategic Advice and contribute to related work of the Evaluation Unit;
- 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.

#### **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 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level;
- A minimum of 1 year of experience of design and delivery of training programmes.

#### **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 C1 (Proficient 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 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> Adviser to the Minister of Interior	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 31	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Department/ Strategic Advice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Adviser to the Ministry of Interior reports to the Head of Strategic Advice Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) 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 ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To map and assess the needs of the MoI;
- To establish working relationships with the different partners inside the MoI;
- To facilitate the improvement of coordination between Nigerien Security forces and MoI;
- To facilitate the improvement of coordination between the MoI and the Nigerien Armed Forces (NAF);
- To advise the MoI authorities on possible improvements;
- To assess the Mission's impact inside the MoI;
- To establish strong links with representatives of the Security forces actors inside the MoI;
- To facilitate cooperation between the strategic, operational and tactical levels;
- To coordinate with the Heads of Units in charge of each objective;
- To update the EU knowledge and understanding of the MoI and bilateral cooperation activities.;
- To provide the MoI with information on the Mission and with key messages from the HoM;
- To organise meetings between the Mission's Team Leaders in charge of each objective and the Nigerien partners at the MoI;
- To contribute to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors and MoI;
- To contribute to enhance mutual transparency and confidence between the Mission and the Nigerien Security forces.

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** police or military equivalent education or training or equivalent rank; **AND**
- At least 5 years of relevant professional experience, after having fulfilled the education requirements;
- Senior Law Enforcement Officer.

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

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

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

- Experience of operations/missions and/or cooperation in Africa;
- Experience of international organisations and/or multinational operations;
- Good understanding and direct experience in the EU and CFSP/CSDP.

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

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

<b>Position Name:</b> Adviser to the Head of National Police	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 36	<b>Location:</b> Niamey	<b>Availability:</b> 19 Feb 2021
<b>Component/Department/Unit:</b> Operations Department/ Strategic Advice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Adviser to the Head of National Police reports to the Head of Strategic Adviser 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) 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 ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To act as a reference and to assist the Nigerien National Police and in particular, the Human Resources Directorate – Direction des Ressources Humaines (DRH) - in development and integration of effective HR processes, programs and practices into their daily operations;
- To provide operational support to the Human Resources Directorate (DRH) on critical issues;
- To keep records and reviewing of documentation relating to personnel management,
- To provide advice and guidance on conceptual and doctrinal framework underlying reinforcement process in personnel management;
- To identify gaps and setting priorities with the particular focus on designing training strategy and developing programmes and policies in line with operational needs;
- To install a personnel management data system and provide training for end users;
- To liaise and to maintain contact with external bodies and service providers in relation to performed tasks and duties;
- To contribute in identifying lessons learned and best practices in the respective field of competence;
- To contribute to the induction and orientation of Mission personnel, as required;
- To register and archive documents in accordance with the Mission Document Management.

**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 Human Resources, Social Sciences, Law, International Relations, Public Administration or other relevant field; **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience;
- At least 3 years of related working experience in an HR Advisory role.

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

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

**6. Desirable Qualifications and Experience:**

- Experience of designing and delivering training;
- Experience in project management;
- Experience with law enforcement entities;
- Experience as a manager in organisational aspects of a police force;
- Experience in planning, implementation and HR management, particularly in connection with the Security Forces;
- International experience, particularly in crisis or post-conflict areas, preferably with multinational and/or international organisations.

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

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

<b>Position Name:</b> Civil Society Adviser (2 positions)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 37 NI 38	<b>Location:</b> Niamey	<b>Availability:</b> 16 Mar 2021 As soon as possible
<b>Component/Department/Unit:</b> Operations Department/ Strategic Advice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Civil Society Adviser reports to the Head of Strategic Advice Unit.

### 2. Main Tasks and Responsibilities:

- To facilitate liaison and coordination between Mission operational components/units and relevant stakeholders;
- To provide advice in the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational Components representatives;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To contribute to Mission's internal and external reporting against benchmarking;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Propose useful actions to bring the security forces and the population closer together.
- To work with the civil society representatives, involved in the process of contributing to the Security Sector Reform in Nigerien, with a specific focus on Internal Security Forces (ISF) reform, in close connection with the international non-governmental organisations engaged in this field;
- To coordinate with other actions already undertaken by international stakeholders;
- To support the Nigerien civil society to improve its capacity to engage with Government on Security Sector Reform issues;
- To support the drafting of documents and if decided by the operational team to assist with developing community policing approach within the ISF;
- To assist in the conceptual and doctrinal framework underlying the Mission's support to ISF with a view to reinstitute the link between the population and the ISF;
- To assist the ISF in identifying, prioritising and finding solutions to problems raised by the civil society in the framework of community policing;
- To ensure the consistency of those projects with other related ones;
- To provide expertise and advise the Head of Operations through the Head of Unit on community policing matters;
- To ensure the mainstreaming of the Human Rights and Gender aspects into the activities carried out;
- To help putting in place Local Security Committees;
- To travel within the Mission's area of operations as required.

### 4. Essential Qualifications and Experience:

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



attested police or/and military education or training or an award of an equivalent rank; 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:**

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Good understanding of the political, cultural and security situation in Nigerien;
- Good understanding of security forces missions.
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- A minimum of 5 years of experience in the field of civil society development and/or community policing;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills;
- Ability to make effective proposals;
- Adaptability.

<b>Position Name:</b> Head of Interoperability Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 39	<b>Location:</b> Niamey	<b>Availability:</b> 30 May 2021
<b>Component/Department/Unit:</b> Operations Department/ Interoperability Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Head of Interoperability Unit reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To strengthen the partnership with Nigerien authorities to support the implementation of the national Security strategies;
- To support the set-up of coordination and cooperation mechanisms between the national Security actors;
- To analyse the existing internal Security arrangements, including their legal and institutional aspects;
- To assess the coordination and organisational needs and to recommend strategic operational orientations;
- To facilitate cooperation between the strategic, operational and tactical levels of Security Forces;
- To be the key interlocutor with the Director General of the Police/State Prosecutor etc.
- To organise exercises, in close cooperation with Nigerien authorities, in order to assess and strengthen the interoperability at command posts level;
- To provide advice in his/her remit, on the possible improvements of the skills and performance of the local (mid and senior) officers;
- To develop curricula in order to implement Security strategy/doctrines in his/her remit (law enforcement);

- To coordinate with the others senior officers/personnel respectively in charge of each Objective;
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To report to the Head of Operations on the consistency, complementarity and sustainability of the programs.

#### **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 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level;
- A minimum of 1 year of experience of design and delivery of training programmes.

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

- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B1 (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.
- Experience in criminal investigation on terrorism and organised crime matters.

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

- Strategic and analytical capacities;
- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<b>Position Name:</b> Penal Procedures Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 55	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Department/ Training Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Penal Procedures Adviser reports to the Head of Training 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) 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 ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training;
- To travel within the Mission's area of operations as required;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To develop a training program in criminal procedure for investigators from the three internal security forces.
- To identify and target security force personnel to be trained in criminal procedure.
- To train trainers able to take into account training in criminal procedure.
- To design and implement specialized training on investigative techniques and the resulting acts;
- To coordinate and supervise training on investigative techniques;
- To implement the evaluation of the training of investigative techniques;
- To provide expertise in terms of investigative techniques, making it possible to identify the weak points of the security forces in this area;
- To establish and develop working relationships with the Nigerien partners in charge of the investigation within the security forces;
- To assess the needs of the security forces in the area of investigative techniques;
- To develop reports, presentations, talking points and briefings on investigative techniques;
- In cooperation with local authorities, to develop a training plan in investigative techniques in the fight against organized crime.
- To propose and take into account projects to reinforce partner units.
- To travel within the Mission's area of operations as required.

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or equivalent rank. The qualification should be in any of the fields of criminal investigation, Law enforcement or other relevant field; **AND**
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at management level;
- A minimum of 1 year of experience of design and delivery of training programmes.

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

- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).
- Experience in criminal investigation or terrorism investigation related professional experience;
- Expert in criminal procedure;
- Hostage incident manager (HIM);
- Experience in training of criminal investigation;

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

- Expérience in training of trainers;
- Post terrorist attacks investigations management. (Judicial aspects);
- Experience in security operations and related law enforcement;
- Experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa.

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

- Interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multiethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Anti Drugs Trafficking Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 57	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Department/ Training Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Anti Drugs Trafficking Adviser reports to the Head of Training 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) in a structured manner;
- To support the Mission 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 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;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To establish and develop working relationships with Nigerien security forces in charge of the fight against drug trafficking;
- To conduct, upon request, examination and evaluation of the structure of local security forces engaged in the fight against drug trafficking;
- To perform need assessment of the local security forces engaged in the fight against drug trafficking;
- To identify the target audience for the training in cooperation with the local authorities;
- To contribute to elaboration of training plans regarding anti-drug trafficking training activities;
- To develop curricula in order to implement joint cooperation programs in his/her domain of competency (drug traffic analysis);
- To design and implement specific training on the following subject matters: identification and extraction of essential information from drug products and drug investigations, analysis of data, consolidation of inputs and preparation of relevant reports, development of specific expertise necessary to perform accurate assessment of present and future threats, application of acquired inductive reasoning skills in identification of potential drug trafficking threats;
- To coordinate and oversee trainings on drug trafficking analysis;
- To perform training evaluation of the training interventions on drug trafficking analysis;

- To deliver expertise in terms of drug trafficking analysis;
- To draft reports, to prepare presentations, talking points and briefings on border monitoring activities;
- To ensure that Human Rights and Gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser;
- To report on the consistency, complementary and sustainability of the programs.

#### **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 Political Science, International Relations, Law, Social Sciences, Business Administration, security or law enforcement **OR** police or military equivalent education or training or equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in anti-narcotics investigation.

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

- Ability to mentor and motivate local counterparts;
- Knowledge in security operations and related law enforcement;
- French language skills: minimum B2 (Independent User);
- English language skills: minimum B1 (Independent User).

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

- Experience of designing and delivering training;
- Experience in project management;
- Experience in training of the trainers;
- Experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.

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

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

<b>Position Name:</b> Anti Terrorism Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 58	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Department/ Training Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Anti Terrorism Adviser reports to the Head of Training 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 accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions 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/institutions;
- To maintain necessary contacts and build relationships with relevant local counterparts/institutions;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Advisers and Trainers as appropriate;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To be the key interlocutor for Counter-Terrorism and Intervention matters to the Nigerien Ministry of Security and Civilian Protection (MSPC) and the relevant services/units of the Nigerien Internal Security Forces (Gendarmerie, National Guard and National Police - ISF) that are involved in Counter-terrorism and special intervention;
- To work in close cooperation with Nigerien MSPC and ISF relevant services to develop a Counter-Terrorism action plan for an improved intervention concept;
- To advise the Nigerien ISF in all Counter-Terrorism and Intervention related matters;
- To help the Nigerien ISF to reform operating procedures for Counter-Terrorism, improving their intervention tools and methods, and assist them in re-organisation of services, while ensuring proper follow up;
- To accompany the work of Nigerien ISF services/units involved in Counter-Terrorism and Intervention ensuring that planning and execution of operations are adequate;
- To support the establishment and functioning of counter-terrorism capabilities within the Nigerien ISF regarding training activities, operations and Human Resources;
- To support the development of Counter-Terrorism and Intervention policies and procedures for the Nigerien ISF, ensuring they are carried on and updated or amended when necessary;



- To support all Nigerien Counter-Terrorism and Intervention units in regard to their operational effectiveness and their handling (or use) of equipment;
- To assist the Nigerien ISF for Special Police Operations coordination, including by establishing links with all relevant national security agencies;
- To support the Nigerien ISF in developing professional contacts and cooperation on Counter-terrorism and Intervention with all relevant international counterparts/institutions/organisations.
- To propose, implement and monitor any project aimed at supporting the Nigerien anti-terrorism units.
- To coordinate with other partners involved in supporting the Nigerien counter-terrorism units.
- To travel within the Mission's area of operations as required.

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **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.
- Experience as Senior Law Enforcement Officer, preferably in an operational unit or structure specialised in counter-terrorism;

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

- Ability to accompany and motivate local counterparts;
- Knowledge of counter-terrorism and in intervention related matters;
- Broad knowledge of general policing
- Mediation skills
- Innovative thinking;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- Broad operational and supervising experience in Special Law Enforcement Units as well as conducting Special Law Enforcement Operations;
- Experience in planning, implementation and management of projects particularly in connection with Security Sector Reform;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills.

<b>Position Name:</b> Border Control Mobile Company Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 74	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Department/ Border Management Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Border Control Mobile Company Adviser reports to the Head of Border Management Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To advise in the Border Control Mobile Company (BCMC) / Compagnie Mobile de Contrôle des Frontières (CMCF) planning and development and co-ordinate its implementation;
- To assess the Project's proposals and make recommendations on their feasibility and sustainability;
- To advise the counterparts in preparing the Project's documents, such as action plans, budget, notes of understanding, agreements, etc.;
- To ensure that Project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between Project leaders and various elements of Mission Support;
- To maintain a record of the BCMC's history and ongoing activities;
- To conduct Project's reporting and evaluation;
- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability.

### 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 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;
- French language skills: minimum B2 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience of designing and delivering training;
- Experience in project management.

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

<b>Position Name:</b> FO Anti Human Trafficking Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> AG 09	<b>Location:</b> Agadez	<b>Availability:</b> 01 Jan 2021
<b>Component/Department/Unit:</b> Field Office Agadez/ FO Operations Cell	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Anti-Human Trafficking Adviser reports to the Head of Field Office.

### 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) 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 ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To assess the needs of the security forces in charge of criminal investigation in the fight against Human Trafficking;
- To develop curricula in order to implement cooperation programs in his/her domain of competency;
- To design and implement specialized training on the fight against Human Trafficking;
- To coordinate and oversee trainings on the fight against Human Trafficking;
- To implement evaluation of the training on the fight against Human Trafficking;
- To deliver expertise (Monitoring, Mentoring and Advice) in terms of fight against Human Trafficking;
- To develop reports, presentations, talking points and briefings on border monitoring activities;
- To ensure that in coordination with the Human Rights and Gender Adviser Human Rights and Gender aspects are mainstreamed in the operational activities ;
- To report to the Head of Field Office on the consistency, complementarity and sustainability of the programs;
- To conduct, upon request, to review the Nigerien Security Forces structure regarding the fight against Human Trafficking;
- To establish and develop working relationships with the Nigerien partners in charge of the fight against Human Trafficking aspects within the security forces in coordination with the FO Border Management Adviser;

- To elaborate in partnership with the Nigerien authorities a local/regional plan in the field of the fight against Human Trafficking in coordination with the FO Border Management Adviser;
- To identify the target audience for the training in Agadez Region;
- To elaborate, together with the local authorities, a training plan addressing the fight against Human Trafficking and against organised crime in Agadez Region.

#### **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 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;
- French language skills: minimum B2 (Independent User);
- English language skills: minimum B1 (Independent User).

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

- Experience of designing and delivering training;
- Experience in project management;
- Experience in project/program management with EU and/or international organization's or non-governmental organizations in migration management focusing on IBM, Security Sector Reform and other related fields, with supervisory responsibilities and demonstrated achievements;
- Previous experience in training of the trainers; Experiences in conducting monitoring and evaluation (M&E), with understanding of M&E tools and approaches.

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

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

<b>Position Name:</b> FO Adviser to the Head of Regional Forces	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> AG 10	<b>Location:</b> Agadez	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Field Office/ OPS	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The FO Adviser to the Head of Regional Forces reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities:

- To operationalize 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 Senior Advisers and Advisers as appropriate;
- To identify best practices and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support the development of the local security forces, notably Police Nationale, Gendarmerie Nationale and Garde Nationale, in the field of SSR through mentoring, monitoring and advising;
- To be the key interlocutor with the Director General of the Police/State Prosecutor etc;
- To develop policies in line with the security forces, notably Police Nationale, Gendarmerie Nationale and Garde Nationale
- To develop a training curriculum for security topics such as human resources training/policy/forensics etc.

### 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** (only if applicable to institution being advised) 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;
- Presentation skills;
- Mediation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Understanding of the political, cultural and security situation in Niger;
- French language skills: minimum level C1 (Proficient User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience of designing and delivering training;
- Experience in project management.

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

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organizational, planning and quality management skills.

## SECONDED/CONTRACTED POSITIONS (19)

<b>Position Name:</b> Internal Auditor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> NI 07	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU RESTRICTD	<b>Open to Invited Third States:</b> No

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

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

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

- 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 and recommendations;
- To obtain feedback from auditees on the conduct of the audit;
- To recommend corrective actions to the Mission's management as appropriate, and to follow up and review corrective actions taken by management;
- To provide advice and guidance to the Head of Mission 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 financial and accounting policies, systems and procedures;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To examine the reliability and integrity of information systems;
- To identify, manage and report the risk arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks, as requested by the Line Manager(s).

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

- To establish a risk-based ex post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines;
- To assure effective management of the audit activities;
- To register and archive documents in accordance with the Mission Document Management.



#### **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 Economics, Audit, Finance, or Accounting, or other relevant subject; **AND**
- A minimum of 5 years of relevant professional experience in Audit, Finance and/or Accounting, after having fulfilled the education requirements;
- A minimum of 1 year of experience in working with computerised financial systems in the area of accounting or financial management and with Audit management software.

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

- Proven ability to produce high-quality audit reports including recommendations;
- Good knowledge of EC Financial Regulation and audit practices
- Data mining, analytical, research and problem-solving skills;
- Priority-setting and ability to react quickly to new demands;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

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

- Experience in setting up an internal audit capability in a big and complex organisation.
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or equivalent.

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

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

<b>Position Name:</b> Senior Finance Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level (MSML)
<b>Ref. Number:</b> NI 33	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Department/Component/Unit:</b> Operations Department/ Strategic Adviser Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To ensure a comprehensive understanding of the current state of play in the public finance field by constantly assessing progress and identifying actual and potential risks to reform implementation;
- To provide expertise to strengthen capabilities in the public finance field, including logistics, procurement, and applying the principles of public finance management;
- To enhance the awareness of the relevant Nigerien Interior Security Forces- ISF authorities in their attitudes and approaches towards public finance, logistic and procurement related issues, applying EU standards, models and approaches;
- To assist the Nigerien Interior Security Forces- ISF authorities in identifying choices, making informed decisions, analysing implications and planning accordingly in the context of shaping the Nigerien security sector reforms and their implementation;
- To assist the relevant assist the Nigerien Interior Security Forces- ISF authorities in designing and managing an effective financial system to support civilian security sector reform, in respect of the principles of public finance management and with a particular attention to fighting corruption;
- To promote, encourage and advise the relevant assist the Nigerien Interior Security Forces- ISF authorities to make changes in the existing culture of public finance, logistics and procurement, with a special view to related transparency, responsibility and accountability, in order to support Nigerien civilian security sector reforms;
- To design and pilot a role mode of Public Finance Management in cooperation with the Nigerien interlocutors;
- To identify and advise the relevant Nigerien partners on the capacity and training opportunities in the public finance field;

- To support the relevant Nigerien partners in identifying the appropriate equipment and infrastructure needed to deliver effective public finance;
- To manage and lead projects in public finance field;
- To assist in the implementation of training activities for public finance;
- To identify, analyse and disseminate information on all public finance activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations as required.

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

- 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.
- Experience of designing and delivering training;
- Experience in central or regional administration in public finance management
- Experience in budget planning

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

- French language skills: minimum B2 (Independent User);
- English language skills: minimum B2 (Independent User).
- Ability to mentor and motivate local counterparts;
- Knowledge of the public finance management.

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

- Experience in project management.
- Experience of working for security forces.

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

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills;
- Ability to make effective proposals;
- Adaptability.

<b>Position Name:</b> CIS Advisor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> NI 47	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Department/ Interoperability Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The CIS Advisor reports to the Head of Interoperability Unit.

### 2. Main Tasks and Responsibilities:

- To establish reliable professional working relationships with Nigerien Security Forces (SF) as well as international CIS partners working in CIS implementation;
- To provide accurate technical advice to the Senior CIS Expert and participate in a CIS working group, gathering all the SF CIS leaders;
- To help the EUCAP financial cell giving technical specifications pending the CIS equipment plan;
- To manage this equipment plan: check and control the deliveries, organize the partners CIS allocation equipment, be able to give advice -and deliver training when needed- to the implementation on site, to follow equipment guarantees if necessary;
- To carry out CIS trainings in radio field tests but also in general and direct support;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To assist the Senior CIS Expert in CIS networks planning;
- To create and manage a CIS table of organization and equipment in close relation with SF CIS partners pending the EU CIS allocations;
- Being in control of this table, to propose a CIS support or replacement plan;
- To manage CIS equipment data's ciphering: Key management software and key fill software
- To participate in CIS SF trainings with EU allocation equipment;
- To create radio dedicated training exercises and to participate in the Nigerien Security Forces CIS networks evaluation;
- To permanently propose CIS improvement linked with field realities or other restraints.

### 4. Essential Qualifications and Experience:

- Successful completion of universities studies of at least 3 years attested by a diploma; **OR** a professional qualification which is equivalent to the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor' degree. The qualification should be obtained in the CIS subject or in the CIS electronics or Computer engineers' teams management; **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, at least 6 years of relevant professional experience in Communication and Information Systems (CIS);
- Previous experience in African Force Securities cooperation or other international civilian deployment 'EU, UN, OSCE.

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

- Extensive knowledge of current HF, VHF, UHF, SATCOM RADIO and phones technologies;
- Knowledge about the frequency spectrum management;
- Knowledge in antennas assembly;

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

**6. Desirable Qualifications and Experience:**

- Previous experience in EU mission;
- Previous experience in African forces training, management or advice ideally in a CIS inserted African Security forces assignment;
- Ability to work with diverse multinational and multidisciplinary teams;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect with diversity;
- Willingness to work extra hours when required.

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

<b>Position Name:</b> Project Management Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level (MSML)
<b>Ref. Number:</b> NI 79	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Department/ Project Cell Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> Yes

### 1. Reporting Line:

The Project Management Officer reports to the Head of Project Cell.

### 2. Main Tasks and Responsibilities:

- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct, upon project completion, post-project reporting and evaluation;
- To develop best practices on project management, make training recommendations and record lessons identified/learnt;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To carry out procurement and contracting processes including those concerning the FO Agadez;
- To provide assistance to the FO Agadez in relation to all contracting and procurement matters;
- To register and archive documents in accordance with the Mission Document Management.

### 4. Essential Qualification and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. **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 professional experience, in the field of planning, implementation and evaluation of projects, after having fulfilled the education requirements.

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

- Teamwork capabilities;
- Time management skills;
- Problem solving skills;

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

**6. Desirable Qualifications and Experience:**

- University and/or Master's Degree in project management or other related field;
- Project management training, such as APM, PPM, PRINCE2, or equivalent.

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

- Familiarity with the EU Financial Regulations;
- Familiarity with the EU procurements procedures
- Highly resilient under mental pressure and willingness to work extra hours, when required.

<b>Position Name:</b> Administrative Officer	<b>Employment Regime</b> Seconded / Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> NI 81*	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Administrative Officer reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities:

- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures (SOP's) and guidelines in Mission Support;
- To assist the Head of Mission Support in scheduling Mission Support related activities;
- To verify reports, data and information in the Mission Support 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 Mission Support Department;
- To co-ordinate internal communication within Mission Support and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents, as requested;
- To maintain office services by assisting the Head of Mission Support 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 Mission's 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 undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To participate in Archiving Committee activities, namely implementation and coordination;
- To participate in Risk Management Committee activities, namely follow up and coordination of the update inputs as Risk Registrar;
- Act as the administrative focal point for the Field Office in Agadez;
- Act as the administrative focal point for the EU Delegation and other partners;
- To assist in the planning and set up of Mission-specific human resources related core functions in the build-up phase of the Mission;
- To assist in Mission's downsizing process.

### 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 administrative related working experience, 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;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Previous experience in Archiving activities;
- Previous experience in Risk Management activities;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE, etc.).

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

- Reporting skills;
- Knowledge of EU Financial Regulations;
- Organisational, planning and time-management skills.

<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> NI 84	<b>Location:</b> Niamey	<b>Availability:</b> 17 Nov 2020
<b>Component/Department/Unit:</b> Mission Support Department/ Human Resources Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Human Resources Officer reports to the Chief of Human Resources.

### 2. Main Tasks and Responsibilities:

- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for eligible seconded staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with Line Managers and other actors involved;
- 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; communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international 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 the Line Managers and the Brussels Support Element;
- To advise and assist staff members concerning human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To conduct timely issuance and proper management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary relocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To maintain updated the personnel databases, as appropriate;
- To provide advice, guidance and support to staff on personnel administration related matters;
- 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 support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies;
- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance;
- 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 undertake any other related tasks, as requested by the Line Manager(s).

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

- To assist in the planning and set up of Mission specific human resources related core functions in the build-up phase of the Mission;
- To assist in Mission's downsizing process.

### **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, in the field of human resources, after having fulfilled the education requirements.
- The qualifications should be in any of the fields of Social Sciences (e.g. Sociology, Psychology, Human Resources Management, International Relations, Economics, Public administration, etc.) or Business Administration.

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

- People management skills and capacity to deal with different levels of stakeholders;
- Proven experience in Human Resources Management; industrial relations, organisational Management;
- Problem solving skills;
- French language skills: minimum level B1 (Independent User).
- English language skills: minimum level B1 (Independent User).

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

- Training in Human Resources Management (ex. CIPD, SHRM, etc.);
- Training and experience in MS Excel, Access and Visio and building databases with similar software.

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

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

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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. Mission Specific Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's degree. The qualification should be in any of the fields of Human Resources, Public Administration, Business Administration, Finance, Economics, Law, Accounting, Logistics, Engineering, Public Administration or other relevant subject; **AND**
- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience with at least 3 years of experience in management level.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

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

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and exercise control;
- Ability to mentor and motivate staff;
- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations.

- Experience in project management;
- Experience in management of tendering processes, preferably including EU procedures.
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position Name:</b> Procurement Officer (2 posts)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Numbers:</b> NI 89 NI 90	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible As soon as possible
<b>Component/Department/Unit:</b> Mission Support Department/ Procurement Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Procurement Officer reports to the Chief of Procurement.

### 2. Main Tasks and Responsibilities:

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

### 3. Mission Specific Tasks and Responsibilities:

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

### 4. Essential Qualification and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Audit, Accounting, Business or public Administration, Economics, Finance, Law or other relevant subject; **AND**
- A minimum of 4 years of relevant professional experience in the field of procurement, after having fulfilled the education requirements.

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

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

### 6. Desirable Qualifications and Experience:

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

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

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

<b>Position Name:</b> Engineer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> NI 98	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support Department/ Logistics Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Engineer reports to the Chief of Logistics.

### 2. Main Tasks and Responsibilities:

- To assist, analyse and advise on the planning, design, construction and maintenance of major systems, physical security measures and facilities such as buildings, waste disposal systems, flood control systems, water treatment facilities, and related structures and other engineering activities in the field needed for the logistics support of the mission adhering to European best practices and standards;
- To liaise with Mission Security Office on technical specifications of security related projects;
- To provide detailed technical specifications as required for tender purposes to procurement section, take part in site visits and assist in the technical evaluation of bids and the compilation of negotiation reports;
- To supervise and oversee any major construction/reconstruction/maintenance works being carried out within the mission from the point of view of standards of workmanship/materials used and safety procedures, timelines, drawings employed;
- To recommend solutions to unusual engineering problems that may arise during the project implementation phase;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To develop policies and procedures to ensure efficient levels of maintenance of mission premises in general, and the mechanical and electrical systems installed in buildings in particular, in accordance with CFSP Facility Management Guidelines.
- To establish, maintain and provide documentation for the inspection of all frequently used spaces throughout the Mission facilities and to draft and provide written reports on findings in the field of general maintenance and assessment of the mission needs;
- To develop, establish and supervise regular maintenance schedules for building related services and to supervise the mission's contractors in charge of implementation
- To ensure that the activities for which he/she is responsible for are consistently planned and executed and regularly reported on;
- To evaluate, review and revise project documentation and analyze design specifications included in project proposals for accuracy, soundness, feasibility and cost;
- To conduct technical studies on engineering topics, developing guidelines for the general planning and maintenance of programmes and facilities;
- To be responsible for the technical elements of water, gas, electric and related supplies;
- To be responsible for the technical specification for Cleaning Services, Building Maintenance and small repair works (plumbing, electricity, locksmith, air condition maintenance), Maintenance of Swimming Pool, Gardening, Disinfestation within the premises including waste service;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to mission external reporting as required;

- To contribute to the induction training of new mission personnel as required;

#### **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 e.g. Engineer'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 Mechanical, Civil, Structural or Electrical Engineering or related fields; **AND**
- A minimum of 5 years of experience in premises design/maintenance after having fulfilled the education requirements and minimum 3 years supervisory experience.

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

- Experience in managing physical (re-)construction works, security projects is desirable
- High degree of personal initiative and ability to accept responsibilities in the relevant field;
- Demonstrated effectiveness in developing, establishing and supervising logistics plans, policies, procedures and new programs in the fields mentioned above;
- Ability to provide technical and procedural advice in a broad range of engineering areas;
- Ability to develop, maintain and supervise accountability systems for materials and services;
- Ability to deploy to remote locations on short notice for limited duration;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- International experience, particularly in crisis areas with multinational and international organizations;
- Previous work experience in Africa.

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

- Knowledge of AutoCAD software;
- Ability to design and operate common database software, spreadsheet and project management applications;
- Ability to define and extract management information for engineering support;
- Highly resilient under mental pressure and willingness to work extra hours when required;



<b>Position Name:</b> Asset Management Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> NI 99	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support Department/ Logistics Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Asset Management Assistant reports to Chief of Logistics.

### 2. Main Tasks and Responsibilities:

- To collect and keep updated the inventory records of quantity, type, and value of material, equipment, merchandise or supplies stocked and tracks movement of all assets, especially in the context of facilities rent by the mission for the international staff as accommodation;
- To prepare reports, such as inventory balance, price lists and shortages, statistical charts;
- To prepare the list of depleted items and forecasts future stock needs;
- To monitor the available supplies, materials and products in order to ensure that contractors of the mission in charge of all building management related works, maintenance and repair works are supplied accordingly;
- To ensure that defective or unusable assets receive immediate treatments;
- To support the management on physical assets disposal;
- To assist maintenance and repairs on camp facilities including plumbing, painting, carpentry, cleaning, and electrical duties;
- To support to the annual physical inventory verification exercise by checking the accuracy of records and location of property in accommodation buildings used by the mission;
- To support preparation of tender dossiers like drafting of technical specifications and terms of reference for contracts and services related to facilities in use by the mission;
- To support and supervise maintenance and repairs on facilities rent by the mission including contractors for plumbing, painting, carpentry, cleaning, electrical duties, maintenance of swimming pools and to follow up until the determination of the aforementioned works;
- To identify needs of services and assets to be used in facilities rent by the mission as accommodation for international staff;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To deal with all aspects of logistical and supply needs such as, the acquisition, distribution and allocation of all logistical resources (computers, vehicles, furniture, telecommunications etc.), including providing supply chain management solutions and transportation as well as the coordination and management of all aspects related to customs clearance procedures for imports;
- To assist the Logistics Officer in prioritizing and coordinating the logistical activities in his area of competence.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma OR training by Police (Sergeant rank) or Military (OR5 rank); AND
- After having fulfilled the education requirements, a minimum 8 years of relevant professional experience in Warehouse/Asset Management or related.

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

- To be familiar with barcoding and barcoding databases;

- To be proficient in use of standard Microsoft Office package, maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Proven ability to write and present in English in a clear and concise manner, including ability to prepare reports and conduct presentations;
- Ability to perform under stress and in difficult circumstances.
- Demonstrated skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects and activities;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- Advanced administrative and bookkeeping experience and ability to keep accurate and up-to-date records;
- Logical analytical approach to solving problems using sound judgment and decision making methodologies;
- Proven decision making ability;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

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

<b>Position Name:</b> Deputy Senior Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
Ref. Number: NI 105*	Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Security and Duty of Care Department	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Deputy Senior Mission Security Officer (DSMSO) reports directly to the Senior Mission Security Officer (SMSO) and in his/her absence to the Head of Mission (HoM).

### 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 replace the SMSO in his/her absence;
- To coordinate the Security and Duty of Care Department (SDCD) personnel activities (missions, training activities, duty roster etc.);
- To assist the SMSO in the development, implementation and updating of all supporting security and safety instructions, security documents and procedures;
- To coordinate and manage the daily activities of Security Unit;
- To coordinate the drafting of security policies and procedures on issues pertaining to the Security Unit;
- To coordinate the drafting, constant development and updating by the members of the Unit of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To advise the Head of Mission, Senior Mission Management and the other Departments/Units of the Mission on all security related matters that affect the Mission, its personnel, assets, and information;
- To assess the security situation and provide advice, assistance and implement measures in order to ensure the security and safety of Mission's members;
- To produce, in close coordination with the Mission Security Analyst, the security inputs to daily SITREPs, Weekly Operational Summaries, Monthly and Six Monthly Reports and to ensure real time reporting from potential trouble spots, as appropriate;
- To coordinate provision of a comprehensive security induction training to Mission members, as required;
- To ensure the implementation of a comprehensive annual training calendar including regular security drills, communication tests and evacuation exercises;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes, if necessary;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services, to include coordination of infrastructure issues and coordinate, within the Department, the drafting of related terms of reference;
- In close coordination with the Mission Security Operations Room Manager and the Mission Information Security Officer, to ensure that all security and communication equipment are kept up-to-date and in a state of permanent operational readiness;
- To develop professional contacts with the national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;

- To undertake any other related tasks, as requested by the Line Manager(s).

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

- To coordinate internally within the Department and externally with the concerned Mission's bodies the general preparation and organisation of the VIP visits;
- To supervise and approve the security matters on the Travel plans;
- To coordinate the delivery of briefings on matters affecting security of mission members and ensure that they are properly prepared for emergencies;
- To coordinate the provision of comprehensive reports on all incidents affecting the Mission and Mission members and suggest necessary follow up action with appropriate authorities;
- In close coordination with the Mission Security Officer – Field Security Instructor; to conduct regular security drills, communication test and evacuation exercises;
- To conduct regular training in-theatre to ensure that all personnel employed by the contracted company in security matters are totally competent in their given role;
- To liaise and co-operate closely with other international organisations and national law enforcement agencies working in the field of security;
- To register and archive documents in accordance with the Mission Document Management.

### **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** police or military equivalent education or training or equivalent rank. The qualification should be in any of the fields of Security Management, Business Administration, Political/Social Sciences or International Relations with focus on security management or other relevant subject; **AND**
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience, out of which a minimum of 3 years of experience at management level.

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

- Organisational, planning, and time-management skills;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

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

- Firearms trained;
- Validated license for armoured vehicle or driving licence category C1
- Experience in planning and implementing projects;
- Previous work experience in the region;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of a Hostile Environment Awareness training (HEAT) course or similar.

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

- Demonstrated ability to contribute creatively to the development of security policies and procedures
- Knowledge of the Mission area and its potential security threats.

<b>Position Name:</b> Mission Security Officer – Field Security Instructor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> NI 108	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office/ Security and Duty of Care Department / Security Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer – Field Security Instructor (MSO-FSI) reports to the Deputy Senior Mission Security Officer/ Team Leader.

### 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 official visitors 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 and duty of care duties;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To organise and deliver security and safety briefings for all newly arrived International and Local Mission members;
- To provide briefings on matters affecting security and safety of mission members and to ensure that they are properly prepared for emergencies;
- To liaise closely and to coordinate with other mission departments to define training needs;
- To develop and to organise specialised security and safety related trainings;
- To deliver regular security and safety training to all Mission members;
- To develop a Mission Security and Safety training guide/manual and to update it regularly;
- To keep the SMSO/DSMSO updated on all training policies;
- To produce security assessments and analysis as tasked by the Line Managers;
- To evaluate biannually the effectiveness of the ongoing initiatives;
- To assist the SMSO / DSMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety SOP, contingency plans, instructions and other procedures;
- To develop and implement fire safety standards as required;
- To conduct both general and specialized fire-related training;

- To conduct fire safety inspections, producing inspection reports and provided recommendations to enhance fire safety standards.

#### **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**
- After having fulfilled the education requirements, a minimum of 4 years 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/or assets.

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

- Planning, and time-management skills;
- Analytical skills;
- Firearms trained;
- Fire and safety certified;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- 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;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Pistol & Rifle Instructor certification/accreditation from a recognised institution.
- Training in teaching and maintenance of the Mission owned firearms, such as HK G36 rifles and Glock pistols
- Validated license for armoured vehicle or civilian driving licence class C;

#### **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;
- Knowledge of the CSDP Field Security Handbook (2017).

<b>Position Name:</b> Armed Protection Operator (2 positions)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Numbers:</b> NI 119 NI 120	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office/ Security and Duty of Care Department / Armed Protection Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Armed Protection Operator reports to the Armed Protection Team Leader.

### 2. Main Tasks and Responsibilities:

- To be responsible for operational Armed Protection (A/P) operations;
- Participate in the 24/7 manning of the OPS room in Niamey;
- To contribute to the armed protection security set up of the Mission staff;
- To provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training, under the supervision of the chief of APT;
- 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 organisations;
- 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;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Authorised to carry and issued a personal weapon, used for purposes of self-defence;
- To register and archive documents in accordance with the Mission Document Management.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 5 in the European Qualifications Framework **OR** training by Police (Sergeant rank) or Military (OR5 rank); **AND**
- A minimum of 5 years of relevant professional experience in the military, police or security field, after having fulfilled the education requirements.

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

- Ability to operate a variety of communication systems;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Experience in building effective relationship with African Security forces personnel;
- Trained and certified in close protection techniques (theory and practice);
- International experience, particularly in crisis areas with multi-national and international organisations;
- Validated license for armoured car or civilian driving license of category C.

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

- Ability to operate a variety of communication systems;
- Ability to perform under stress and in difficult circumstances (hostile situation experience).



<b>Position Name:</b> Armed Protection Instructor/ Armourer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Assistant Level (MSAL)
<b>Ref. Number:</b> NI 121	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Security and Duty of Care Department/ Armed Protection Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Armed Protection Instructor/Armourer reports the Armed Protection Team Leader

### 2. Main Tasks and Responsibilities:

- To support, assist and advise the Armed Protection Team Leader and the SMSO on all training and evaluation issues pertinent to firearms regarding Armed Protection Team;
- To assist in the conceptual development of internal standards and guidelines for firearms training.
- To evaluate and prepare summaries and analytical reports on weapons/firearms training activities document and ensure proper record of shooting training and tests, including use of ammunition;
- To facilitate the smooth and accountable operations of the Mission designated armouries, to assist in identifying Mission armoury needs and provide technical support in his/her area of responsibility to staff members;
- To conduct technical assessment of Mission owned weapons and firearms and to ensure a high operational effectiveness and equipment husbandry of all such associated equipment under his/her control;
- To maintain relevant Health & Safety principles in relation to the areas of his/her responsibility;
- To facilitate training needs analysis and reviews upon direction, in relation to the Missions use of force policy, and firearms training in compliance with the Mission OPLAN and SOPs;
- To coordinate import and export procedures of all firearms and ammunition into/from the Mission area;
- 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 undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To plan, organise and deliver firearms training;
- To produce training materials;
- To ensure firing sites/ranges are maintained in the required conditions, taking into consideration the security and safety standards relevant to shooting training;
- To coordinate the use of available shooting ranges;
- To conduct regular assessment of weapons handling and shooting skills of armed Mission staff, as well as perform their certification and recertification where applicable;
- Authorised to carry and issued a personal weapon, used for purposes of self-defence.

### 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 firearms training after having fulfilled the education requirements.

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

- Pistol & Rifle Instructor certification/accreditation from a recognised institution;

- Technical knowledge of side arms and long barrelled weapons;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- International experience, particularly in crisis areas with multi-national and/or international organisation;
- relevant professional experience in the military, police or security field;
- Experience delivering training to an international audience;
- Training in teaching and maintenance of the Mission owned weapons systems, such as HK G36 rifles and Glock pistols;
- Validated license for armoured vehicle or civilian driving licence class C.

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

- Knowledge of applicable international standards/best practices and human rights regulations relevant to the use of firearms and use of force;
- Understanding of the political, cultural and security situation of the Mission area;
- Knowledge and skills in the area of delivering firearms training, including a high standard of physical fitness;
- Discreet, diplomatic and flexible;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Nurse	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> NI 124	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Security and Duty of Care Department /Medical Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Nurse reports to the Senior Medical Adviser.

### 2. General Tasks and Responsibilities:

- To assist the Senior Medical Adviser on all medical/welfare matters;
- To contribute to the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide medical care and advice to staff members as appropriate.
- To respond to medical incidents and events as directed by the Senior Medical Adviser on a 24/7 basis, if necessary by deploying to the field.
- Acts as first responder in providing first aid/trauma treatment during incidents and to liaise with regional health care providers in order to coordinate the provision and assess the quality of primary and specialist care to the staff.
- Coordinate medical evacuations if required, in close coordination with the Senior Medical Adviser, especially when deployed to remote areas.
- To assist in providing medical support during evacuation and repatriation;
- To advise evacuees on the requirements for evacuation and/or escorts patients if needed.
- Contribute to the production of daily Situation Reports.
- To contribute to lessons learned identification.
- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities: N/A

### 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.
- A minimum of 4 years of relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care, after having fulfilled the educational requirements;
- Registered Nurse;
- Pre-Hospital Trauma Life Support trained.
- Provide a "Certificate of Good Standing / Current Professional Status" or equivalent issued by a competent national authority.

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

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

**6. Desirable Qualifications and Experience:**

- Excellent interpersonal and communications skills and teamwork capabilities.
- 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
- Knowledge of tropical medicine.
- International experience, particularly in crisis areas with multi-national and international organisations.

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

<b>Position Name:</b> FO Logistics Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> AG 13	<b>Location:</b> Agadez	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Field Office/ Mission Support	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The FO Logistics Officer reports to the Chief of Logistics.

### 2. Main Tasks and Responsibilities:

- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies in the Field Office;
- To keep the Head of Field Office in Mission HQ in Niamey informed about logistical matters;
- To provide logistical support to all personnel in the Field Office in regards to required assets to fulfil their tasks, such as computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Field Office, ensuring systems in place for replacement and repair;
- To coordinate the provision of material and office space;
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To build and keep updated the inventory of assets in the Field Office;
- To provide reports with regard to logistical issues, proposing/recommending changes and improvements, ensuring accuracy;
- To identify needs of goods and services specifically required for the area of responsibility and to technically define the appropriate requirements of the means required to cover these needs;
- To participate, as appropriate, in the correspondent processes to procure these goods and services;
- To assist in managing and maintaining a comprehensive database of expendable and non-expandable items;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To draft specifications for issuing tenders related to his/her area of responsibility;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To liaise and cooperate on logistics and procurement issues with relevant actors between the Field Office and Mission HQ in Niamey;
- To coordinate the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, telecommunications and other relevant fields;
- To coordinate logistics, support facility management, transportation and fuel supply, asset and services management in a way that effectively and efficiently contributes to the reaching of the overall objective of the Field Office;
- To liaise with the procurement unit in Mission HQ in Niamey;
- To keep an updated, accurate and comprehensive inventory system in coordination with the Logistics unit in Mission HQ Niamey.

### 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 Transport, Logistics, Automotive Engineering, Administration or other relevant subject; **AND**

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

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

- Knowledge of current technologies for Warehousing and Supply Chain Management;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2).

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

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

<b>Position Name:</b> FO Armed Protection Operator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> AG 24	<b>Location:</b> Agadez	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Field Office/ Security and Duty of Care Cell	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Armed Protection Operator reports to the FO Armed Protection Team Leader.

### 2. Main Tasks and Responsibilities:

- To be responsible for operational Armed Protection (A/P) operations;
- Participate in the manning of the OPS room in Agadez, when required;
- To contribute to the armed protection security set up of the Mission staff;
- To provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training, under the supervision of the chief of APT;
- 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 organisations;
- 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;
- When necessary, to advise on the measures in place for the static security of the FO location;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Authorised to carry and issued a personal weapon, used for purposes of self-defence;
- To register and archive documents in accordance with the Mission Document Management.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma OR training by Police (Sergeant rank) or Military (OR5 rank); AND
- A minimum of 5 years of relevant professional experience in the military, police or security field, after having fulfilled the education requirements.

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

- Ability to operate a variety of communication systems;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User);
- Validated license for armoured car or civilian driving license of category C.

**6. Desirable Qualifications and Experience:**

- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Experience in building effective relationship with African Security forces personnel;
- Trained and certified in close protection techniques (theory and practice);
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous work experience in Africa.

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

- Ability to operate a variety of communication systems;
- Ability to perform under stress and in difficult circumstances (hostile situation experience);
- Highly resilient or adaptable to austere, isolated, or confined work conditions.