



Annex 1 - Requirements and Job Descriptions

European Union CSDP Mission in Niger (EUCAP Sahel Niger) 1-2019 Extraordinary Call for Contributions				
Organisation:	EUCAP Sahel Niger			
Job Location:	Niamey, Agadez and Brussels			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (4)</u>			
	NI 21/1	Brussels Support Element - Operations and Reporting Officer	Brussels	ASAP
	NI 55	Human Rights and Gender Adviser	Niamey	ASAP
	NI 73	Coordinator for Decentralised Actions	Niamey	13 Jun 2019
	AG 02	Deputy Head of Field Office	Agadez	ASAP
	<u>Seconded/Contracted (4)</u>			
	NI 35/1	Senior CIS Adviser	Niamey	ASAP
	NI 35/2	CIS Adviser	Niamey	ASAP
	NI 83*	Procurement Officer	Niamey	ASAP
	NI 95	Financial Accounting Officer	Niamey	22 May 2019
Deadline for application:	08 May 2019 at 17:00 hours (Brussels time)			
Applications must be submitted via:	1. For seconded candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/ 2. For contracted candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do			

	<p>3. For seconded candidates from Invited Third States (application form attached and also available on the EEAS website):</p> <p>eeas-cpcc-eucap-niger@eeas.europa.eu</p>
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Mr Aurel Hariton</p> <p>eeas-cpcc-eucap-niger@eeas.europa.eu</p>

* The availability of this position is pending the deployment of the incumbent to another CSDP Mission

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 a result of access to classified and/or sensitive information relating to the

Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

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

Availability – The candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as 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 candidates should, in principle, be under the normal age of retirement in Contributing States.

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)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

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

3. Skills and abilities

Language Skills² – 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.

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.

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

² [Common European Framework of References for Languages](#)

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.

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 in to 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 3 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 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.

Personal Data protection - The EEAS and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The [privacy statement on Meetings and Events](#) is available on the EEAS website> [Privacy Statements](#).

SECONDED POSITIONS (4)

Position Name: Brussels Support Element (BSE) - Operations and Reporting Officer	Employment Regime: Seconded	
Ref. number: NI 21/1	Location: Brussels	Availability: ASAP
Component/Department/Unit Chief of Staff Department	Security Clearance Level: EU SECRET	Open to Invited Third States: No

1. Reporting Line:

- The Brussels Support Element (BSE) - Operations and Reporting Officer reports to the Chief of Staff while embedded within the Civilian Planning and Conduct Capability (CPCC) in Brussels from whom he/she may also take instruction.

2. Main Tasks and Responsibilities:

- To maintain close coordination between the Mission and the CPCC, as well as with other relevant EEAS/Commission services and Contributing States under the overall coordination of the relevant CPCC/Desk;
- To closely coordinate with the Mission regarding the Mission's mandate implementation as well as Brussels based developments and to follow closely any relevant developments in the Mission's area;
- To report regularly to the Mission, keeping the Mission abreast of developments in Brussels in close cooperation with the relevant CPCC Desk;
- To inform and advise CPCC in Brussels on relevant aspects of Mission's operations;
- To contribute to the reporting and to the drafting of reporting, planning and other documents related to the mission;
- To support the organization of CPCC visits to the Mission and Mission's visits to Brussels and capitals;
- To regularly visit the Mission in agreement with the Chief of Staff and CPCC;
- To undertake any other related tasks, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- Closely follows developments in Niger, in particular those related to the Mission's mandate.

4. Essential Qualifications and Experience:

- Successful completion of universities studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations or Business Administration; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical and reporting skills;
- Networking skills;
- Sound understanding of the aims, purposes and functioning of the EU Common Security and Defence Policy (CSDP) and CSDP Missions;
- Interpersonal and communication skills, both written and oral;

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

6. Desirable Qualifications and Experience:

- Field experience with an international organisation, ideally with a CSDP Mission;
- Work experience in Sahel region.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Sahel region's history, culture and politics.

Position Name: Human Rights and Gender Adviser	Employment Regime: Seconded	
Ref. Number: NI 55	Location: Niamey	Availability: ASAP
Component/Department/Unit: Operations Department/ Technical Competencies Unit	Security Clearance Level: EU RESTRICTED	Open to Invited Third States: No

1. Reporting Line:

The Human Rights and Gender Adviser reports to the Head of Technical Competencies 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 task, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To maintain necessary contacts and build relationships with the Nigerien security forces;
- To contribute, to design and deliver training for members of the Nigerien security forces in regards to International Humanitarian Law, Human Rights and Gender concepts;
- To provide training courses with focus on International Humanitarian Law for the staff of the "Service Central de Lutte contre le Terrorisme" (SCLCT) and other security special units amongst the different security forces;
- In coordination with the Human Rights and Gender Expert and the Strategic Training Expert of the Mission develops the Training Module on Gender in framework of the GAR-SI initiative;
- To liaise with the Human Rights and Gender Expert of the Mission and ensure that Human Rights and Gender aspects are mainstreamed in the operational activities of the Unit;
- To collect and collate statistics about Human Rights and Gender respect practices of the Nigerien Security Forces;
- To contribute and identify and reports on lessons and best practices within the field of responsibility;
- To provide assistance to support the planning and implementation of the activities of the Technical Competencies Unit in regards to the Human Rights and Gender equality principles.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the

European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Human Rights, politics or other relevant fields; **AND**

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Substantial knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice system;
- Practical experience in the design of training curricula and conducting training especially in International Humanitarian Law, Human Rights and Gender issues.

5. Essential Knowledge, Skills and Abilities:

- Analytical and advocacy skills on Human Rights and Gender issues;
- Inter-personal and negotiations skills;
- Ability to work under pressure and with multi-disciplinary and multicultural teams;
- Ability to develop initiatives to promote Human Rights and accountability in the justice sector;
- Ability to establish and maintain relationships with a board range of people to understand needs and gain support;
- Ability to be proactive in developing strategies to accomplish objectives;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in Human Rights and Gender Equality advocacy or related field;
- Experience in training and drafting reports and other material required;
- Experience in preparation Human Rights training material to raise awareness on Human Rights and Gender Equality activities.

7. Desirable Knowledge, Skills and Abilities:

- Technology and research awareness such as full computer skills and use of advanced research tools;
- Good communication and drafting skills;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitive and respect to gender and diversity;
- Good understanding of the Sahel sub-region and knowledge of national and international institutions operating in the region on Human Rights and Gender Equality.

Position Name: Coordinator for Decentralised Actions	Employment Regime: Seconded	
Ref. Number: NI 73	Location: Niamey	Availability: 13 June 2019
Component/Department/Unit: Operations Department/ Coordination for Decentralised Action Unit	Security Clearance Level: EU RESTRICTED	Open to Invited Third States: No

1. Reporting Line:

The Coordinator for Decentralised Actions reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To contribute to ensuring the coherent planning and implementation of the cooperation and coordination activities of the Mission, in line with the Mission Implementation Plan (MIP);
- To provide support to ensure that the Mission's activities are closely coordinated with all EU and international actors with a view to ensuring mutual awareness, avoiding duplication and achieving a comprehensive approach and coordination in the field of Security Sector Reform;
- To facilitate the interaction between the Mission on one hand and bi-lateral and multilateral actors and national civil society on the other;
- To contribute to the mapping and assessment of ongoing bilateral and multilateral co-operation activities in the field of Security Sector Reform;
- To support the Mission's contribution to the EU regional approach;
- To report internally against benchmarking on a regular basis and contributes to the progressive updating of the MIP, as well as prepares special reports, as requested;
- To Contribute to Mission's external reporting;
- To develop guidelines to ensure coherence and coordination of Mission's contacts with international actors;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- To contribute to the induction of Mission's personnel, as required;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other related tasks, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To support, develop and coordinate the Mission's operational activities in Niger's regions;
- To coordinate the Mission's operational experts/units and liaise with relevant HQ Staff/departments with regard to the Mission's operational activities in the Nigerien regions;
- To establish and maintain cooperative and effective working relationships with relevant local and international partners for the related activities, in coordination with the other Mission experts;
- To assess the needs for and the possible improvements of Mission activities in Niger's regions;
- To ensure consistency and complementarity of the different operational activities of the Mission in the Nigerien regions;
- In line with the overall Mission sustainability strategy, to plan and coordinate the training and advising activities of the Mission in the Nigerien regions;
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities.

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

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training, including for train the trainers;
- Experience in project management, particularly in connection with the Security Sector Reform;
- Experience of operations/missions and/or cooperation in Africa;
- International experience, particularly in crisis or post-conflict areas, preferably with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge and understanding of budget processes;
- Highly resilient under mental pressure.

Position Name: Deputy Head of Field Office	Employment Regime: Seconded	
Ref. Number: AG 02	Location: Agadez	Availability: ASAP
Component/Department/Unit: Operations Department/ Field Office	Security Clearance Level: EU RESTRICTED	Open to Invited Third States: No

1. Reporting Line:

The Deputy Head of Field Office (FO) reports to the Head of Field Office.

2. Main Tasks and Responsibilities:

In the absence of the Head of the Field Office:

- To lead, direct and manage the work and staff of the Field Office in accordance with the Mission OPLAN and relevant planning documents;
- To ensure that Mission Staff Members of the FO contribute to identify and report lessons learned and best practices within their respective area of responsibility;
- And at all other times:
- To support the FO's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements in the FO AoR;
- To support the FO's contribution to the Mission's internal and external reporting against benchmarking, and to provide recommendations for the improvement of Mission's performance;
- In coordination with the Mission Coordination Unit (if applicable), to coordinate/cooperate and/or supervise the coordination/cooperation of the FO's staff members as appropriate with local authorities at the relevant level as well as with local EU and international actors;
- To ensure that the Field Office Mission Members are periodically updated on Mission' mandate implementation progress;
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the Field Office;
- To co-operate with relevant local (municipal and regional) authorities and international organisations (if applicable), including with a view to monitoring problematic areas in the FO AoR;
- To ensure, in coordination with the SMSO/MSO/FSO, that field office staff perform their work in a secure and safe environment, in the FO AoR;
- To undertake any other related tasks, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To ensure reporting on alleged human rights violations and ensure that cases of alleged human rights violations are brought to the attention of local authorities and, if necessary, forwarded to relevant international organisations for further scrutiny and follow-up;
- To identify, in consultation with the HoOps at Mission HQ, confidence-building measures, particularly those for implementation in the FO AoR.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to use own initiative and make sound and timely decisions;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum B1 (Independent 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.

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

SECONDED/CONTRACTED (4)

Position Name: Senior CIS Adviser	Employment Regime: Seconded / Contracted	Post Category: Mission Support-Management Level (MSML)
Ref. Number: NI 35/1	Location: Niamey	Availability: ASAP
Component/Department/Unit: Operations Department / Interoperability Unit	Security Clearance Level: EU SECRET	Open to Invited Third States: No

1. Reporting Line:

The Senior CIS Expert reports to the Head of Interoperability 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 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 task, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To establish and manage reliable professional working relationships with other EU actors dealing with Nigerien Security Forces (SF) task organisation and training as well as national SF and international CIS partners located in Niger;
- To obtain an official Security Forces CIS working group designation in close relation with dedicated political authorities;
- To provide technical advice to this national CIS working group, gathering all the SF CIS leaders, in order to draft a standard CIS memento releasable to all “governorates” crisis centres. This memento will aim to describe all the deployed CIS networks and compulsory procedures and messages;
- Being in control of Security Forces National (and/or international) CIS equipment allocations, to provide leadership and guidance to all SF CIS chiefs in respect with their inner chain of command in order to follow the objectives;
- To plan a strong, reliable, interoperable and redundant CIS network connecting all the Nigerien “governorates” crisis centres validated by the Nigerien CIS working group;
- To plan a transverse SF CIS network connecting all the security actors inside regional crisis centres based on Niamey governorate crisis centre example;

- To direct and provide technical guidance to determine a complete and accurate interoperable CIS equipment plan which will necessarily take in account all the EU CIS equipment already delivered to Niger SF partners;
- To propose and offer suitable CIS trainings in connection with the equipment's implementation and general or direct support;
- To suggest a multiannual CIS equipment plan driven connectedly with the Nigerien official administrative crisis task organization;
- To define accurate CIS objectives including cyber defence ones validated by all the CIS partners;
- To manage an implementation team or an implementation deputy particularly in charge of defining CIS equipment's technical specifications able to fit the defined CIS objectives, of checking EU CIS equipment deliveries, of controlling their assignments in Forces Securities and carrying out equipment's implementation trainings and general support;
- To evaluate and analyse regularly the Nigerien Security Forces CIS networks initiating technical recurrent exercises.

4. Essential Qualifications and Experience:

- Successful completion of universities 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 professional qualification which is equivalent to the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master' degree. The qualification should be obtained in the CIS matters or in the CIS electronics or Computer engineers' teams management; AND
- A minimum of 6 years of relevant professional experience in Communication and Information Systems (CIS) fields, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- French language skills: minimum level C1 (Proficient User);
- English language skills: minimum level B1 (Independent User);
- Knowledge of the political, cultural and security situation in Niger or other areas within the same geopolitical region;
- Knowledge of current CIS technologies deployed in Sahel countries and precisely in Niger Security forces;
- Ability to manage 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.

6. Desirable Qualifications and Experience:

- Experience in African forces training; management or advice in a CIS inserted African Security forces assignment;
- Experience in African Force Securities cooperation or other international civilian deployment e.g. EU, UN, OSCE, etc.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: CIS Adviser	Employment Regime: Seconded / Contracted	Post Category: Mission Support -Management Level (MSML)
Ref. Number: NI 35/2	Location: Niamey	Availability: ASAP
Component/Department/Unit: Operations Department / Interoperability Unit	Security Clearance Level: EU RESTRICTED	Open to Invited Third States: No

1. Reporting Line:

The CIS Advisor reports to the Head of Interoperability 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 task, 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 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 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 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 obtained in the CIS subject or in the CIS electronics or Computer engineers' teams management; **AND**
- A minimum of 5 years of relevant professional experience in Communication and Information Systems (CIS), after having fulfilled the education requirements.
- Previous experience in African Force Securities cooperation or other international civilian deployment e.g. EU, UN, OSCE.

5. Essential Knowledge, Skills and Abilities:

- 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).
- Extensive knowledge of current HF, VHF, UHF, SATCOM RADIO and phones technologies;
- Ability to work with diverse multinational and multidisciplinary teams;
- 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.

6. Desirable Qualifications and Experience: N/A

- Experience in EU Mission;
- Experience in African forces training; management or advice ideally in a CIS inserted African Security forces assignment.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support-Management Level (MSML)
Ref. Number: NI 83*	Location: Niamey	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Procurement Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Invited Third States: Yes

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 Managers(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 **OR** equivalent and attested police and/or military education or training or equivalent rank. 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 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.

Position Name: Financial Accounting Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support -Management Level (MSML)
Ref. Number: NI 95	Location: Niamey	Availability: 22 May 2019
Component/Department/Unit: Mission Support Department/ Finance Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Invited Third States: Yes

1. Reporting Line:

The Financial Accounting Officer reports to the Chief of Finance (CoF).

2. Main Tasks and Responsibilities:

- To assist the CoF in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the CoF;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To assist the CoF in drafting the Mission budget to contribute to lessons identification;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks, etc.) under the supervision of the CoF;
- To book the transactions into the accounting, prepare financial statements and report for stakeholders;
- To undertake any other related tasks, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To help developing policies for budgeting, accounting and control of Mission finances in close cooperation with the Finance Officers (in Mission HQ and Agadez Field Office).

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 Audit, Accounting, Business Administration, Economics, Finance, Law or other relevant subject **OR** police or military equivalent education or training or equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience in the field of accounting/finance, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Proven knowledge of accounting software;
- French language skills: minimum level B1 (Independent User);

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

6. Desirable Qualifications and Experience:

- Budget or business administration working experience;
- Experience of working with accounting software systems, especially SAGE;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU financial regulations;
- Highly resilient under mental pressure and willingness to work extra hours when required.