

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Capacity Building Mission in Somalia (EUCAP Somalia) 1-2019 Extraordinary Call for Contributions</b>				
<b>Organisation:</b>	EUCAP Somalia			
<b>Job Location:</b>	As indicated below			
<b>Employment Regime:</b>	As indicated below			
<b>Job Title/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (8)</u></b>			
	SOM-008**	BSE Policy Support Officer	Brussels	15/08/2019
	SOM-014	Senior Reporting Officer/Chief of Unit	Mogadishu	ASAP
	SOM-020**	Senior Press and Public Information Officer/Chief of Unit (CRC)	Mogadishu	09/08/2019
	SOM-022**	Human Rights and Gender Adviser	Mogadishu	02/07/2019
	SOM-080	Strategic Maritime Adviser/Chief of Unit	Mogadishu	ASAP
	SOM-091	Senior Coast Guard Adviser/Chief of Unit	Mogadishu	ASAP
	SOM-103	Senior Police Adviser	Garowe	ASAP
	SOM-126**	Legal Adviser/Law Drafting	Hargeisa	21/06/2019
	<b><u>Seconded/Contracted (5)</u></b>			
	SOM-012	Head of Planning and Evaluation Department	Mogadishu	03 June 2019
	SOM-027*	Deputy Senior Mission Security Officer/Chief of Unit	Mogadishu	ASAP
	SOM-028*	Mission Security Analysis Officer	Mogadishu	ASAP
	SOM-048	Nurse	Garowe	ASAP
	SOM-071	CIS Officer - Database Administrator	Mogadishu	ASAP
<b>Deadline for Applications:</b>				

	Monday 20 May 2019 at 17:00 (Brussels time)
<b>E-mail Address to send the Job Application Form to:</b>	<p><b>a) for candidates seconded by EU Member States:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></p> <p><b>b) for contracted candidates from EU Member States:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a></p> <p><b>c) For seconded candidates from Invited Third States</b>  (application form available on the EEAS website):  <a href="mailto:cpcc.eucaphoa@eeas.europa.eu">cpcc.eucaphoa@eeas.europa.eu</a></p>
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Ms Béatrice Neven</b>  <b>cpcc.eucaphoa@eeas.europa.eu</b>  <b>+32 (0)2 584 35 74</b></p>

\* The availability of this position is subject to the acceptance of a job offer.

\*\*The availability of this position is subject to the extension request outcome.

**EUCAP Somalia** has a High Risk Non-Family Mission status. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

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

**Contracted Personnel** – Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates. A seconded staff member of EUCAP Somalia is eligible to apply for a contracted post only if his/her secondment will end within three (3) months from the deadline for applications and if his/her request for extension of the secondment has not been supported by the relevant State or EU Institution.

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

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

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

## **A. Essential Requirements**

The following are essential requirements in respect of civilian international experts to the Missions:

**Citizenship** – Citizenship of an EU Member State or of a Contributing Third State.

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

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

**Language Skills<sup>1</sup>** – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

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

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

**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.

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

**Education** – A recognised academic qualification under the European Qualifications Framework (EQF)<sup>2</sup>, or equivalent, at a level specified in the individual job descriptions.

**Driving Licence** – 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.*

## **B. Desirable Requirements**

**Knowledge of the EU Institutions** – The candidates should have a good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

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<sup>1</sup> [Common European Framework of References for Languages](#)

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

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

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

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

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

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

### **C. 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. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

**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 RESTRICTED until the issuance of their national security clearance.

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

### **D. Additional Information on the Selection Process**

**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.

**Application Form** – Applications will be considered only when using the standard Application Form to be returned in Word format, and indicating which position(s) the candidate is applying for.

**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.

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.

Mission Members deployed to Mogadishu, Somaliland or Puntland will be accommodated in Mission provided accommodation and will contribute towards the overall cost of the accommodation.

#### **E. 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 is available on the EEAS website.

#### **F. Job Descriptions**

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

## SECONDED POSITIONS

<b>Position Name:</b> Brussels Support Element / Policy Support Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-008**	<b>Location:</b> Brussels	<b>Availability:</b> 15/08/2019
<b>Component/Department/Unit:</b> Brussels	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

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

The BSE / Policy Support Officer reports to the Chief of Staff (CoS), while embedded within the CPCC Somalia Desk from whom he/she may also take instructions.

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

- To maintain close coordination between the Mission and CPCC, as well as with other relevant EEAS/Commission services and EU Member States under the overall coordination of the CPCC Somalia Desk;
- To closely coordinate with the Mission regarding its specific tasks implementation, as well as Brussels based developments and to follow closely any relevant developments in the Mission's area of interest;
- To provide analysis on the Mission's specific tasks implementation;
- To contribute to the reporting and to the drafting of reporting, planning and other documents related to the Mission;
- To support the organisation of CPCC visits to the Mission area and Mission's visits to Brussels and capitals;
- To regularly visit the Mission in agreement with the CoS and CPCC;
- To undertake any other related tasks as requested by the Line Managers.

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

- To work closely with appropriate counterparts in the European Commission and its programs, and with the EU Special Representatives' Office in Brussels;
- As appropriate contributes to CPCC's presentations to Brussels-based working groups and other actors.

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

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience after having fulfilled the education requirements.

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

- Analytical and reporting skills;
- Networking skills.

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

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in Security Sector/Rule of Law (RoL) Reform analysis with a demonstrated ability to coordinate with many different levels and participants.

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

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Knowledge of development aid and/or financial and technical cooperation projects, ideally through EU financial instruments;
- Knowledge of the European Commission's aid programming and implementing process.

<b>Position Name:</b> Senior Reporting Officer/Chief of Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-014	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Planning and Evaluation Department / Analysis and Reporting Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Reporting Officer/Chief of Unit reports to the Head of Planning and Evaluation Department.

### 2. Main Tasks and Responsibilities:

- To coordinate and manage the Analysis and Reporting Unit and to give the necessary directions;
- To lead, direct and manage the work and staff of the Unit, so as to produce the Mission's reporting and analysis requirements, including, but not limited to, the Six-Monthly Reports, Intermediary Reports, Weekly Operational Summaries and Special Reports;
- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Mission's area of responsibility;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including through benchmarking, analysis and evaluation of outcome;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others and take meeting minutes;
- To collect, collate and analyse the Mission's Lessons Learned;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- To undertake any other related tasks as requested by the Line Managers.

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

### 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 AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

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

- Analytical capability and profound knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- Drafting skills, self-driven and ability to work in a methodical manner;
- Time management and ability to prioritise multiple tasks.

### 6. Desirable Qualifications and Experience:

- Experience in the area of knowledge management, organisational learning or policy development related working experience.

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

- International experience, particularly in crisis areas with multinational and/or international organisations.

<b>Position Name:</b> Senior Press and Public Information Officer / Chief of Unit / CRC Member	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-020**	<b>Location:</b> Mogadishu	<b>Availability:</b> 09/08/2019
<b>Component/Department/Unit:</b> Chief of Staff Office/Press and Public Information Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Press and Public Information Officer / Chief of Unit reports to the Chief of Staff. The position holder is also a member of the Core Responsiveness Capacity (CRC).

### 2. Main Tasks and Responsibilities:

- To act as the Mission's spokesperson and to communicate the work of the Mission to the public;
- To lead, direct and manage the work and staff of the Press and Public Information Unit;
- To manage the Press and Public Information budget and procurement processes as well as all contract/tender/designs for Mission visibility items;
- To draft, keep under review, and implement the Communication and Information Strategy, Crisis Communication Strategy and guidelines and other communication plans and guidelines of the Mission;
- To supervise the organising and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits as well as supervise and coordinate arrangements for visiting journalists/media;
- To supervise the development and maintenance of an effective Mission website and social media platforms;
- To supervise the drafting of press releases, public statements, articles and features, and to seek clearance from the HOM's office if appropriate, and to co-ordinate same with other EU actors in theatre if appropriate;
- To liaise with the CPCC Policy and Strategic Communications Officer, EU HR/VP Spokesperson Office and EEAS Strategic Communication Division;
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To make sure that the political sensitivities (Somaliland, relations between the Somalia Federal Government and Somalia Member States) are taken into account in the communication activities.

### 4. Core Responsiveness Capacity Tasks and Responsibilities:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required by the Civilian Operations Commander.

### 5. 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 Communication Sciences, Political Science, International Relations or Business Administration; AND



- A minimum of 7 years of relevant professional experience, in the field of communication/press and or public information, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

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

- Knowledge and practical experience of drafting and implementing communication strategies;
- Analytical skills and experience on analysing and developing the performance of public information activities, including social media;
- Leadership skills and experience;
- Writing and drafting skills;
- Networking skills and initiative;
- Presentation skills.

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

- Experience as a spokesperson and institutional communication;
- Experience running media and outreach campaigns;
- Experience in planning and implementing projects;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

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

- Knowledge about the local press and media environment.

<b>Position Name:</b> Human Rights and Gender Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-022**	<b>Location:</b> Mogadishu	<b>Availability:</b> 02/07/2019
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Human Rights and Gender Adviser reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for human rights matters and for gender equality, mainstreaming and WPS related dimensions;
- To advise on human rights and gender mainstreaming within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- In close coordination with the Mission's operational components, to advise on the promotion of human rights and gender equality and gender-sensitive policy among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and UN Security Council Resolutions on-WPS;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- To monitor and analyse the human rights and gender equality, mainstreaming and UN Security Council Resolutions on-WPS situation in the host state;
- To liaise with local and international entities involved in the promotion and monitoring of human rights and gender equality, mainstreaming and the WPS agenda in the host state;
- To advise on the development and management of strategic communications with regards to human rights and gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to Mission's reporting and information flow on human rights and gender related aspects;
- To contribute to the induction training of Mission's staff members as required;
- To contribute to identify and report on lessons learned and best practices within the field of human rights and gender;
- Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- None.

### 4. Essential Qualifications Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree AND
- A minimum of 5 years of relevant professional experience in human rights and human rights mainstreaming issues and tools, particularly in a post-conflict environment/SSR process, after having fulfilled the education requirements.

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

- Drafting skills;
- Analytical skills;
- Negotiations skills;
- Pedagogical/training skills;
- Proactive in developing strategies to accomplish objectives;
- Knowledge of investigative and conciliation techniques in the human rights field;
- Understanding and sensitivity to the basic principles of human rights legislation and inter-group relations.

**6. Desirable Qualifications Experience:**

- None.

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

- None.

<b>Position:</b> Strategic Maritime Adviser/ Chief of Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-080	<b>Locations:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Mogadishu/ Maritime Strategic Advisory and Maritime Coordination Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Strategic Maritime Adviser/Chief of Unit reports to the Head of Field Office/Deputy 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) by advising and mentoring local counterparts 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 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.

### 3. Mission Specific Tasks and Responsibilities:

- To act as a source of Maritime Strategic Advisory and Maritime Coordination advice to advisers in FO Hargeisa's and Garowe's Maritime Strategic Advisory and Maritime Coordination Teams in order to promote pan-Mission functional coherence and technical quality control;
- To provide analysis and recommendations on the development of maritime security capacities;
- To mentor, advise and support Somali counterparts in the implementation of strategic and operational maritime security policy;
- To promote effective cooperation between the Somali maritime bodies;
- To advise Somali authorities on the implementation of the policy on Maritime Security in line with the Somali Maritime Resources and Security Strategy (SMRSS);
- To advise on operational policy within the context of the National Maritime Coordination Committee (NMCC), the Maritime Security Coordination Committee (MSCC) and other maritime coordination mechanisms, including Regional Maritime Coordination Committees in Federal Member States, and facilitate links and synergies with the ongoing work in the Comprehensive Approach to Security framework;
- To work closely with the other EU Instruments and under the political guidance of the EU Delegation;
- To assess the functioning, organisation, management capacity skills and needs of the Somali maritime law enforcement/security agencies, to identify and advise upon improvements;

- To assess training programmes and training facilities of Somalia's maritime law enforcement agencies, to identify gaps and proposes means to fill these gaps;
- To deputise for the Head of Field Office/Deputy Head of Operations in his/her absence as required;
- To be the line manager to the members of the FO Mogadishu Maritime Strategic Advisory and Maritime Coordination Unit;
- To provide advice to Heads of Field Offices on Maritime Strategic Advisory and Maritime Coordination technical quality control in order to promote pan-Mission functional coherence;
- To support the Mission HQ by monitoring, making recommendations to line managers, and leading activities to promote staff welfare, maintenance of high morale, administration, and the upkeep of irreproachable standards of conduct in accordance with the Mission's OPLAN, and relevant planning documents;
- To coordinate the all FO's contribution to the Mission's internal and external reporting within mission members working on Maritime Strategic Advisory and Maritime Coordination.

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree.
- The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) , Business Administration/Management or Maritime Studies OR equivalent and attested police or/and military/coast guard education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which at least 3 at a management level.

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

- Ability to mentor and motivate local counterparts;
- Knowledge of Security Sector/Rule of Law (RoL) Reform in a national or host state context.

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

- Experience of designing and delivering training;
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in an operational management capacity;
- Seagoing experience particularly on Naval or Coast Guard vessels and working with small craft.

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

- Organisational, planning and project development skills.

<b>Position Name:</b> Senior Coast Guard Adviser/ Chief of Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-091	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Mogadishu/ Coast Guard Functions and Port Security Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Coast Guard Adviser / Chief of Unit reports to the Head of Field Office / Deputy Head of Operations.

### 2. Main Tasks and Responsibilities:

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To be embedded with a local institution/Ministry, security permitting;
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To lead the Field Office Mogadishu Coast Guard Functions and Port Security Unit;
- To provide advice to Heads of Field Offices on Coast Guard Functions and Port Security technical quality control in order to promote functional coherence among all Field Offices;
- To act as a source of Coast Guard Functions and Port Security advice to advisers in FO Hargeisa's and Garowe's Coast Guard Functions and Port Security Teams in order to promote functional coherence among all Field Offices and technical quality control;
- To give advice, guidance, mentoring and training on topics related to the coast guard and port security functions;
- To establish efficient working relationships at strategic level with all the key stakeholders involved in the Somali coast guard and port security capacity development, including EU Delegation to Somalia, UNSOM, UNDP, UNODC and AMISOM complementing their activities on Coast Guard and Port security development at strategic level;
- To deliver maritime training, expert advice and mentoring as required in maritime skills (navigation, seamanship, engineering, communications, etc.);
- To develop training curricula in cooperation with the other Mission experts;
- To provide operational guidance and advice to develop civilian (maritime) law enforcement operational capabilities in line with the Somali strategies;
- To contribute to the elaboration of Standard Operational Procedures (SOPs), in particular in relation to the maritime boat operations in the 9 – 30m range;
- To assess the operational capacity skills and needs of the Somali civilian law enforcement/security agencies and advise on improvements;
- To establish and maintain cooperation with the authorities of the maritime law enforcement services on the development of training programmes on maritime security matters including fisheries inspection and enforcement, search and rescue, counter smuggling capacity, and policing of the coastal zone on land, the territorial waters, and Exclusive Economic Zone;

- To facilitate working groups with the maritime law enforcement services training officers to plan implement and improve the training and train the trainer activities;
- To conduct, upon request, reviews of the structures on authorities involved in carrying out the Coast Guard function and assist in developing SOPs;
- To support the selection of future trainees, among the maritime law enforcement services, for advanced training courses.

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree;
- The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management OR equivalent and attested police or/and military and/or coast guard education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at a management level.

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

- Ability to mentor and motivate local counterparts;
- Knowledge of maritime law;
- Mediation skills.

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

- Previous experience in the delivery of training connected to the coast guard functions;
- Experience in project management;
- Experience of small boat driving and maintenance;
- International experience, particularly in crisis areas with multinational and/or international organisations.

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

- Deck or Engineering Officer from the Navy or Coast Guard or Maritime Border Guard or MRCC/NMOC Supervisor or similar maritime service;
- Good understanding of policies and organisational aspects of maritime administration, maritime security and Coast Guard function.

<b>Position Name:</b> Senior Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-103	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Puntland/ Police Advisory Team	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Police Adviser reports to the Head of the 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 counterparts on strategic level and operational level, as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening them;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant international and local counterparts;
- To ensure compliance with instructions/directions from the Mission management;
- To identify best practices and lessons learned within the field of responsibility;
- To direct, design and deliver training programmes and projects, as appropriate;
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To provide strategic guidance and advice to the Ministry of Security and the Puntland Police Force on the development and implementation of strategies, policies and procedures related to police training, community policing, criminal investigations, intelligence, and police administrative functions, in particular for the Maritime Police Unit;
- To be embedded, if possible, in the Ministry of Security and/or Puntland Police Force to offer guidance and assistance to the development of civilian maritime law enforcement capacities in line with the Somali National Security Policy (NSP), and other relevant strategies including the Somali New Policing Model (NPM);
- To advise the Ministry of Justice and Attorney General on the development and implementation of the relevant aspects of maritime security as defined in the National Security Policy;
- To promote effective cooperation between the Somali police bodies, both at federal and member-state (regional) level;
- To work in cooperation with other Mission advisers and Chiefs of Advisory Units and provide policing advice to the Senior Mission Management and, as required, to other EU bodies;
- To cooperate closely with EUNAVFOR in developing synergies to improve security management in Somalia;
- To establish efficient working relationships at the strategic level with all the key stakeholders involved in the development of the Somali policing capacity, including UNSOM, UNDP, UNODC and AMISOM (where applicable in the Field Office 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 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, out of which at least 3 at a management level.

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

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

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

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

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

- Knowledge of security policy, law enforcement strategies, reform of police service organisations and police administrative functions.
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organisations, ideally in an operational management capacity.

<b>Position Name:</b> Legal Adviser - Law Drafting	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-126**	<b>Location:</b> Hargeisa	<b>Availability:</b> 21/06/2019
<b>Component/Department/Unit:</b> Field Office Hargeisa/Rule of Law Advisory Team	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Legal Adviser - Law Drafting reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities:

- To assess local legislative/normative/regulatory frameworks, including: legal policy capacity building and legislative needs and priorities, vocational training needs for legal professionals and identify areas requiring improvement/reform in line with the Mission OPLAN;
- To advise the Head of Field Office on host state needs related to the civilian maritime security capacity and recommend appropriate support by the Mission;
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To support host state authorities as directed by the Head of Field Office, including mentoring and advising;
- To assess and support the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and personnel of civilian maritime law enforcement agencies;
- To advise on/provide sustainable legal training for law enforcement, judicial and other authorities;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary and the civilian maritime law enforcement agencies;
- To ensure timely reporting and information flow on justice issues;
- To contribute to identifying and reporting on lessons and best practices within the field of criminal justice, with particular reference to maritime related crime;
- To conduct legal research as necessary;
- To support the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance;
- To contribute to Mission induction training of Mission personnel as required;
- To identify and report on lessons and best practices within the field of responsibility;
- To undertake any other related task as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To support counterparts in drafting policies and legislation aimed at implementing comprehensive strategies and mechanisms for the governance of maritime civilian law enforcement authorities;
- To support counterparts in developing and implement maritime security aspects defined in the relevant policies and legislation;
- To support counterparts to define clear competencies between maritime law enforcement agencies, line ministries and other relevant actors;
- To support the development of legal drafting capabilities by mentoring, advising and training.

### 4. Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Experience in law drafting;
- Critical thinking and active listening;
- Comprehensive reading;
- Complex problem solving skills;
- Legal drafting skills;
- Time management skills.

**6. Desirable Qualifications and Experience:**

- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Proven record of active involvement in legislative process in the home country or in an international mission;
- Experience in maritime law.

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

- Knowledge of maritime law, fishery law, ISPS code, shipping law trafficking/human smuggling and environmental law of the sea.

## SECONDED/CONTRACTED POSITIONS

<b>Position Name:</b> Head of Planning and Evaluation Department	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level
<b>Ref. number:</b> SOM-012	<b>Location:</b> Mogadishu	<b>Availability:</b> 03 June 2019
<b>Component/Department/Unit:</b> Planning and Evaluation Department	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

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

The Head of Planning and Evaluation Department reports to the Chief of Staff (CoS).

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

- To lead, direct and manage the work and staff of the Department, so as to produce the Mission's operational planning, reporting and analysis requirements, including, but not limited to, Six-Monthly Reports, Intermediary Reports, Weekly Operational Summaries and Special Reports;
- In coordination with the Mission's Operational and Cooperation/Coordination Components, to ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including through benchmarking, analysis and evaluation of outcome;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To collect, collate and analyse the Mission's Lessons Identified/Learned;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To ensure that analysis is conducted with an integrated gender perspective, when required.
- To undertake any other related tasks as requested by the Line Manager.

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

- To ensure the coordination and cooperation of the Department's planning elements, Analysis and Reporting Unit and Project Cell Unit.

### **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/military education or training or an award of an equivalent rank AND
- A minimum of 7 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 3 years at management level;
- Operational planning/project management experience, in a national or international context.

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

- Report compilation, drafting and editing skills.

**6. Desirable Qualifications and Experience:**

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- 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:**

- Analytical capability and profound knowledge of information collection and analytical methods.

<b>Position Name:</b> Deputy Senior Mission Security Officer / Chief of Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. number:</b> SOM-027*	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security and Duty of Care Department/Security Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To assist the SMSO / Head of Department in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures;
- To replace the SMSO / Head of Department in his/her absence;
- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel 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 contribute to, in line with EU's Field Security Policy and its supporting documents, the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To contribute to the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce the security inputs to the Mission's reporting and analysis requirements, including, but not limited to, the Six-Monthly Reports, Intermediary Reports, Weekly Operational Summaries and Special Reports and to ensure real time reporting from potential trouble spots as appropriate;
- To ensure journey management planning and to provide timely advice and guidance to Mission members as required;
- To provide comprehensive security induction training to Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that personal security advice is given to Mission members as required;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To conduct security reviews of Mission members' personal security requirements, and to provide recommendations as 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 and drafts related terms of reference;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To undertake any other related task as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- None.

### 4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level.

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

- Ability to contribute creatively to the development of security policies and procedures;
- Planning, and time-management skills.

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

- University or/and 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;
- Civilian driving licence class C;
- Firearms trained;
- Experience in planning and implementing projects;
- Hostile environment experience;
- East Africa experience;
- Significant experience in managing security and/or force protection team;
- Significant management and leadership experience.

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

- Excellent knowledge of CSDP security and duty of care policies;
- Excellent knowledge of the CSDP Field Security Handbook (2017);
- Excellent knowledge of the Mission area and potential security threats.

<b>Position Name:</b> Mission Security Analysis Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. number:</b> SOM-028*	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security and Duty of Care Department/Security Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

- To assist the Deputy SMSO / Chief of Unit in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to analyse all relevant information;
- To produce incident based and travel security advisories;
- To prepare daily, weekly, monthly security working papers, and other reports as required;
- To produce long-term assessments and forecasts of the security situation;
- To assist the Deputy SMSO / Chief of Unit in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area and to generate reports and, if appropriate, recommendations on same;
- To conduct risk analysis and threat assessments on security developments and, when relevant, integrate a gender perspective in the area of operations as well as persons and assets;
- To provide briefings to new staff members on the Mission's wide security situation and to ensure that all members are properly prepared for emergencies;
- To ensure the quick dissemination of security related information;
- To assist and support the Information Security Officer in the management of EU Classified Information and security clearances and to act on his/her behalf in his/her absence;
- To conduct security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To liaise 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 ensure that all necessary actions are taken, particularly in emergency cases;
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To conduct the roles and responsibilities of a Mission Security Officer, as required.

### 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, preferably with focus on security 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, a minimum of 4 years of relevant professional experience in the civilian, military or police sectors in the protection of personnel, facilities and assets.



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

- Ability to contribute to the development of security policies and procedures;
- Writing and reporting skills;
- Presentations skills (preparing and delivery presentation).

**6. Desirable Qualifications and Experience:**

- Previous work experience in the region;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Firearms trained;
- 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;
- Resilience under mental pressure and willingness to work extra hours when required;
- Validated license for armoured vehicle or civilian driving license class C.

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

- Knowledge of the Mission area and potential security threats.

<b>Position Name:</b> Nurse	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level
<b>Ref. number:</b> SOM-048	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Medical Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Nurse reports to the Senior Medical Adviser (SMA).

### 2. Main Tasks and Responsibilities:

- To assist, support and provide guidance to the SMA on all medical, admin and welfare matters as required;
- To deputise as MA in their absence;
- To provide medical guidance to all staff members and undertake reporting and liaison requirements with Finance and Human Resources on certified and uncertified sick leaves – both in and out of theatre;
- To respond to medical incidents and emergencies on a 24/7 basis and provide regular emergency cover on a roster;
- To liaise with other relevant health care providers to coordinate the provision of care;
- In close cooperation with the SMA, to coordinate and support medical evacuations, other emergency medical support and care matters, and to assist in providing medical support during evacuations/repatriation, including escorting patients out of theatre; to advise evacuees on the requirements for evacuation;
- In support of the SMA, to assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if staff member's needs (advanced) medical treatment due to illness or an emergency in close cooperation with the external medical provider in attendance and the missions insurance company;
- To take on responsibility for any task or function within the Medical Unit, including everyday medical activities such as diagnosing and identify through appropriate medical procedures, medical issues and agreeing treatment methods (preventive and/or curative) for staff members, maintenance of the pharmacy, ordering and procurement of medication, services and other supplies, stock taking or management of the on-call roster;
- To keep meticulous medical and statistical records on all patient assessments, treatment and care, prescription of medicine;
- To maintain essential equipment in an operational state, e.g. ensuring that the content of all Mission First Responder and Trauma Kits are correct and up-to date, defibrillators are tested and functional and all equipment is up-to-date and working;
- To prepare and perform medical briefings and training for all new and existing staff members as required by the SMA;
- To compose any report or conduct any research on medical matters as required;
- Mobility - To work from any of the missions operating bases in mission area as directed by the SMA;
- To undertake any other task as requested by the SMA as Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To co-ordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Staff Member in close cooperation with all involved health care providers and the Mission's insurance company;
- To organise the use of available MEDEVAC capabilities (air and/or ground) inside or outside the areas of operation;
- To coordinate and perform medical briefings and training for all new and existing staff members;
- To monitor the epidemiological and overall medical situation in theatre and to promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;

- To keep and maintain a database on all accidents, incidents and recorded illnesses – and ensure compliance with data protection for sensitive data – in conformity with medical staff- patient confidentiality.

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

- Successful completion of university studies in medicine of at least 3 years attested by a diploma equivalent to level 6 in the qualification in the National Qualifications Framework or European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. minimum Bachelor's degree in Nursing;
- Relevant professional experience, including hands-on experience in an A&E department, primary care, pre-hospital or intensive / anaesthesia care after having fulfilled the education requirements;
- The candidate must be able to provide a "Certificate of good standing" issued by a competent National Authority.

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

- Experience with specialisation in Emergency Medicine, Primary Care, Intensive Care or Anaesthesia;
- Knowledge of tropical medicine;
- Flight Medical and/or MEDEVAC experience;
- Diploma in (ATLS) Advanced Trauma Life Support, AMLS (Advanced Medical Life Support), PHTLS (Prehospital Trauma Life Support). ACLS (Advance Cardiac Life Support) trained;
- Successful completion of MIMMS (Major Incident Medical Management and Support) training;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- Instructor Diploma in Cardio Pulmonary Resuscitation (CPR) support;
- Experience in delivering medical/nursing training in emergency medicine, trauma and health care.

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

- Ability to perform under stress, in hostile environments and difficult circumstances;
- Experience in emergency medicine;
- Excellent English Language skills (written and verbal);
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Ability to establish and to maintain effective working relationships as a team member;
- Have good organisational and time management skills.

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

- Knowledge of Arabic;
- Knowledge of the Mission area of operation.

<b>Position Name:</b> Communication and Information Systems Officer - Database Administrator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level
<b>Ref. number:</b> SOM-071	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/CIS Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Communications and Information Systems (CIS) Officer - Database Administrator reports to the Chief of CIS Unit.

### 2. Main Tasks and Responsibilities:

- To administer database systems in the Mission;
- To develop detailed database/software specifications, functional specifications and user documentation for the systems implemented;
- To assess, plan, analyse, design, programme and implement web-based/desktop interfaces and applicable technologies, technical reports, operating instructions, guidelines and procedures for the applications produced/modified;
- To identify needs and define application/database requirements; organize and implement user training troubleshoot problems and assist with change requests;
- To cooperate with the other CIS Officers and link with commercial companies and other actors the Mission is working with for data retrieval;
- To be responsible for documentation of the database configuration and to assure that trustworthy backups of the databases, source codes and applications are performed on a daily basis;
- To act as 1st and 2nd level support for Mission staff in all CIS related issues in conjunction with the other CIS Officers and Assistants;
- To monitor and maintain the Mission network and systems;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- Server and application management of the Document Management System, the Intranet (PHP 7.0, Bootstrap 4.0, MySQL) and Inventory Management System (PHP 7.0, Bootstrap 4.0, MySQL).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or equivalent rank. The qualification should be in any of the fields of Information Technology, Computer Science, Communications or other relevant subject; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

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

### 6. Desirable Qualifications and Experience:

- At least 5 years of progressive experience of problem solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day to day basis;
- International experience, particularly in crisis areas with multinational and international organizations;
- Experience with Configuration Management tools and services;
- Practical experience of communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems;
- Practical experience and knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs).

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

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Knowledge of Information Security Management: ISO 27X & BS 7799.