

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>3-2019 Extraordinary Call for Contributions for the Regional Advisory and Coordination Cell (RACC)</b>
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<b>Organisation:</b>	<b>Regional Advisory and Coordination Cell (RACC)</b>			
<b>Job Location:</b>	<b>Nouakchott / Ouagadougou / Niamey</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Seconded</u> (3 positions)</b>			
	RACC 19	Executive Officer	Mauritania- Nouakchott	ASAP
	RACC 20 RACC 21	Operational Planner (2 posts)	Burkina Faso- Ouagadougou (1) Niger-Niamey (1)	ASAP
<b>Deadline for applications:</b>	<b>Friday, 06 December 2019 at 17:00 Brussels time</b>			
<b>E-mail Address to send the Job Application Form to:</b>	<b>For candidates seconded by EU Member States:</b> <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Ms Carmen EPURE</b> <a href="mailto:carmen.epure@ext.eeas.europa.eu">carmen.epure@ext.eeas.europa.eu</a>			

While being a separate entity, the Regional Advisory and Coordination Cell (RACC is administratively attached to EUCAP Sahel Mali.

EUCAP Sahel Mali bears a High Risk Non-Family Mission status due to the present risk rating of the mission area as high. Risk assessment is medium for Burkina-Faso and Mauritania.

As such, referring to the conditions for all RACC locations, international seconded and contracted staff located in Mali, Niger and Chad shall at no time receive visits or be habitually accompanied by any family member in the 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. For

Mission Members located in Burkina-Faso and Mauritania the same conditions apply, in accordance with the relevant OPLANs.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member 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 Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

**Tour of Duty/Contract Period** – Subject to the adoption of the next revision of the OPLAN for EUCAP Sahel Mali and the approval of the appropriate Budget Impact Statement, the duration of the deployment should be of 12 months.

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

## **I. GENERAL CONDITIONS**

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

**Citizenship** – Citizenship of an EU Member State.

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

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

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

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected seconded/contracted candidates shall

be able to serve the full period of secondment/contract before reaching the normal age of retirement in EU Member States/country of residence.

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

## **II. REQUIREMENTS**

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

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

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

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

#### **2. Knowledge**

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

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

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

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

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

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

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

*Serious deficiencies in any of these general conditions 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.

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

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

**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), 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** – EU Member States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. 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 the European Union Classified Information (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 EU Member 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.

*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 EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when offering contributions at all levels.

**Application Form** – Applications from experts with EU Nationality will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for.

**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 skype/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** – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

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

#### V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions may be subject to modification based on operational requirements and in line with the principles set out in the CONOPS Regionalisation Phase 2 as well as the Operational Plan (OPLANs) of EUCAP Sahel Mali.

<b>Position Name:</b> Executive Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RACC 19	<b>Location:</b> Mauritania - EU Delegation Nouakchott	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> RACC	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Executive Officer reports to the Head of the RACC while embedded in the EU Delegation to Mauritania.

### 2. Main Tasks and Responsibilities:

- To support the Head of the RACC in managing the Command and Control element of the RACC in Nouakchott;
- To maintain a registry of all official contacts of the RACC;
- To ensure that reports and information provided by the different RACC staff is coordinated inside the RACC prior to its submission to the Head of the RACC;
- To facilitate close cooperation between the Head of the RACC and the other RACC staff, drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the Head of RACC;
- To coordinate and liaise with relevant RACC components as deemed appropriate by the Head of the RACC;
- As directed by the Head of the RACC, to maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts if required;
- To serve as Point of entry for external requests and contacts;
- To undertake any other job related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

Under the supervision of the Head of the RACC and the two Senior Regional Experts:

- To work closely with the different structures of the EU Delegation, and EU counterparts, if required;
- To review Mission's reporting.

### 4. Essential Qualifications and Experience:

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

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

- Ability to organise staff work at strategic level;
- Ability to coordinate a diversified and multidisciplinary team of staff;
- Ability to formulate coherent recommendations in a short time on domain of expertise;
- Organisational skills, the ability to work under pressure, and with tight deadlines and to manage multiple tasks and unexpected demands;

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

**6. Desirable Qualifications and Experience:**

- A Police Officer / Military officer ideally ranked OF-2 or OF-3, or equivalent,
- Experience of working in the EU environment;
- Experience in Africa in support of Defence and Security Forces;
- EU or international post conflict mission/organisation field experience;
- Ability to develop and maintain effective work relationships with different national and cultural background with sensitivity and respect for diversity;
- Reporting and drafting skills.

<b>Position Name:</b> Operational Planner	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RACC 20  RACC 21	<b>Location:</b> Burkina Faso - EU Delegation Ouagadougou Niger- EU Delegation Niamey	<b>Availability:</b> As soon as possible  As soon as possible
<b>Component/Department/Unit:</b> RACC	<b>Level of Security Clearance</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Operational Planner reports to the Head of the RACC while embedded in the EU Delegation to Burkina Faso, respectively Niger.

Without prejudice to the chain of command described above, the Head of EU Delegation in Burkina Faso, respectively Niger, shall have political authority over the Operational Planner. The Operational Planner works in close coordination and cooperation with the Senior Expert(s) of the RACC at the EU Delegation in Burkina Faso, respectively Niger.

### 2. Main Tasks and Responsibilities:

- To operationalise the RACC tasks as set out in the Joint Civil-Military Concept of Operations on Regionalisation of CSDP action in the Sahel and the relevant Implementation Plan, contributing to enhancing the participation of the G5 Sahel countries to regional cooperation initiatives;
- Without prejudice to the RACC chain of command and in close coordination and cooperation with the senior RACC Expert(s) in Burkina Faso, respectively Niger, to provide technical and planning support to the EU Delegation, on EU projects on defence and security matters;
- In close coordination with the EU Delegation and in close cooperation with the Senior Expert(s) of the RACC, to provide technical and planning support, including on EU projects on defence and security matters in order to assist the national authorities. The Operational Planner will take into account all the available EU instruments, the bilateral programmes from the EU Member States and the activities of the three CSDP Missions. He/She will have to prepare a chronogram of activities indicating possible synergies of existing programmes.
- He/She will establish and update regularly the RACC Mission Implementation Plan (MIP);
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within her/his field of responsibility and to share them with relevant partners/the RACC;
- To undertake any other job related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

Under the supervision of the Head of the RACC, and in close coordination with EU Delegation and the Senior RACC Expert(s) in Burkina Faso, respectively Niger:

- To cooperate and work closely with, all elements of the EU Delegation, other EU and non-EU actors and implementing partners;
- In close coordination with the EU Delegation, to provide advice and support to national authorities with a view to promoting and facilitating the implementation of EU projects in domain of defence and security;
- Under the command and control of the Head of RACC, to provide planning expertise / project management support to the EU Delegation as requested;



- To provide analysis and recommendations to the EU Delegation, and to local and international counterparts in the area of responsibility, as appropriate.

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

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

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

- Good knowledge of planning and management of projects in the defence/security sector;
- Ability to provide analysis and formulate coherent recommendations on domain of expertise;
- Organisational skills, the ability to work under pressure, and with tight deadlines and to manage multiple tasks and unexpected demands;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- Experience in the management of EU projects;
- Experience in operational planning including managing of capability development projects in the area of defence/security;
- Experience of working in the EU environment;
- Experience in Africa in support of Defence and Security Forces;
- EU or international post conflict mission/organisation field experience;
- Ability to develop and maintain effective work relationships with different national and cultural background with sensitivity and respect for diversity;
- Ability to conceptualise problems, identify and implement solutions;
- Reporting and drafting skills.