

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Maritime Capacity Building Mission in the Horn of Africa (EUCAP NESTOR)

Organisation:	European Union Maritime Capacity Building Mission in Horn of Africa			
Job Location:	As indicated below			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded/Contracted</u>			
	NA 50	Mission Security Officer	Nairobi/Hargeisa	ASAP
	NA 51	Mission Security Officer	Nairobi	ASAP
	NA 52	Deputy Senior Mission Security Officer	Nairobi	ASAP
	NA 53	Nurse	Nairobi	ASAP
	EUCAP 18	Financial and Administrative Officer	Nairobi	ASAP
	DJ 62	Financial Officer (Budget)	Djibouti	ASAP
	DJ 63	Procurement Officer (mission)	Djibouti	ASAP
	DJ 64	Procurement Officer (Projects)	Djibouti	ASAP
	DJ 65	Procurement Officer (Maritime Expertise)	Djibouti	ASAP
	DJ 66	Procurement Officer (Maritime Expertise)	Djibouti	ASAP
	DJ 67	Human Resources Officer	Djibouti	ASAP
	DJ 68	Human Resources Officer / Software	Djibouti	ASAP
	DJ 69	Information Security Officer	Djibouti	ASAP
	DJ 70	Logistics and Transport Officer	Djibouti	ASAP
	DJ 71	Transport Manager	Djibouti	ASAP
	DJ 72	Senior Project Manager	Djibouti	ASAP
	DJ 73	Project Manager / internal	Djibouti	ASAP
	DJ 74	Project Manager	Djibouti	ASAP
	MO 75	Financial and Administrative Officer	Mombasa	ASAP
	VI 76	Financial and Administrative Officer	Victoria	ASAP
	VI 77	Logistic Officer	Victoria	ASAP
	VI 78	Human Resources Officer	Victoria	ASAP
	VI 79	Mission Security Officer	Victoria	ASAP
	<u>Seconded</u>			
	DJ 32	Chief of Staff	Djibouti	ASAP
	DJ 33	Senior Reporting and Statistics Adviser	Djibouti	ASAP
	DJ 34	Assistant to the Head of Mission	Djibouti	ASAP
DJ 35	Political Adviser	Djibouti	ASAP	
DJ 36	IT Expert (web developer)	Djibouti	ASAP	
DJ 37	Mission Senior Police Officer	Djibouti	ASAP	
DJ 38	Mission Legal Adviser	Djibouti	ASAP	
DJ 39	Maritime Intelligence Expert	Djibouti	ASAP	
DJ 40	Press and Public Information Officer	Djibouti	ASAP	

	DJ 41	Law Drafting Expert	Djibouti	ASAP
	DJ 42	Team Leader Somali Police Training/Senior Expert	Djibouti	ASAP
	DJ 43	Police Expert CID Training	Djibouti	ASAP
	DJ 44	Community Police Training Expert	Djibouti	ASAP
	DJ 45	Police Intervention Techniques Training Expert	Djibouti	ASAP
	DJ 46	Police Expert Criminal Intelligence Trainer	Djibouti	ASAP
	DJ 47	Quartermaster Somali Police Training Team	Djibouti	ASAP
	DJ 48	CIS Expert Somali Police Training Team	Djibouti	ASAP
	NA 49	Strategic Maritime Policy Adviser (Somaliland)	Nairobi/Hargeisa	ASAP
	NA 54	Legal Adviser (Puntland)	Nairobi	ASAP
	NA 55	Political Adviser	Nairobi	ASAP
	NA 56	Navy Reporting Officer	Nairobi	ASAP
	NA 57	Legal Adviser	Nairobi	ASAP
	EUCAP 07	Law Enforcement / Evidence Handling Officer	Mombasa	ASAP
	MO 58	Court Administration Expert	Mombasa	ASAP
	SE 59	Coast Guard Expert /Operation and Training	Victoria	ASAP
	SE 60	Law Drafting Expert / Attorney General Office	Victoria	ASAP
	SE 61	Political Adviser / Press and Public Information Officer	Victoria	ASAP
Deadline for applications:	28 September 2012			
E-mail address to send the Job Application Form:	<u>cpcc.cfc@eeas.europa.eu</u>			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC, Mr Joern LAURSEN <u>cpcc.cfc@eeas.europa.eu</u>			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member/Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009). Personnel seconded from Third Contributing States is not entitled to receive allowances paid according to document 7291/09 (10 March 2009).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract ⁽¹⁾. The employment contract with the Head of 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 candidates seconded by Member States.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision of the Mission mandate and approving the appropriate Financial Statement, the duration of the deployment should be of 12 months.

The Civilian Planning and Conduct Capability, CPCC, requests that Member and contributing States propose candidates for the following international expert positions for the EUCAP Horn of Africa, according to the requirements and profiles described below:

¹ Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

A. Essential requirements

Member/Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) or of a Third Contributing State and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self discipline within the Mission. Participants 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. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

Physical and mental health – 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 personnel should, in principle, be under the normal age of retirement in EU Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

Computer Skills – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

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

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of Horn of Africa – To have a good knowledge of the history, culture, social and political situation of the region. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in an CSDP Mission (desirable).

Language skills – knowledge of local languages will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities valid for at least 2 years.

Visas – Member States/Contributing States and Mission members 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.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance, according to every job description, when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunizations received. To be vaccinated according to the required immunizations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State/Contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driving license – Be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). Category C driving license (desirable). Able to drive any 4-wheel drive vehicle.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC encourages Member/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(Annex 2) 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 short-listed 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 location for interviews, the Member/Contributing State will bear any related costs.

Information on the outcome – Member/Contributing States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

E. 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 OPLAN.

Seconded positions:

Chief of Staff (DJ 32)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret

Availability: As soon as possible

Under the authority of the Head of Mission (HoM), the Chief of Staff (CoS).

Main Tasks

- Co-ordinates the Mission Headquarters (MHQs) Staff, which includes the Planning and Operations Department (POD), the Mission Support Department (MSD), the Political Advisor, the Legal Advisor, the reporting officers, the Security Office (SO) and the Mission Analysis Capacity (MAC).
- Ensures that all mission activities are consistently planned, supported and executed according to HoM's directions.
- Supervises the production and periodic review of the Mission Implementation Plan (MIP), and keeps track of mission benchmarking.
- Co-ordinates the functional branches of the MHQs to ensure that all aspects are globally considered when preparing for HoM's decision-making and when analysing the internal reporting of mission activities.
- Ensures that the MHQs Staff are periodically updated on mission implementation progress as well as on the political and security situation of the mission area.
- Ensures that all mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed by the relevant mission personnel.
- Co-ordinates all contributions to the Mission's external reporting.
- Ensures that all mission members contribute to identify and report lessons and best practices within their respective fields of responsibility.
- Has a permanent delegation by the HoM to deal with disciplinary files and judge conduct misdemeanours in 1st instance.
- Assumes any other responsibilities delegated to him/her by the HoM, on a temporary or permanent basis.
- Carries out any other task as deemed necessary.

Qualifications and Experience

- University degree in Management or other equivalent academic training relevant to the post. Coast Guard background would be an advantage.
- At least 10 years of experience at senior management level.
- Excellent organisational and co-ordinating skills. Able to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crises Management.
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organizations, ideally in a operational management capacity;
- Knowledge of the region's history, culture and politics.

Senior Reporting and Statistics Adviser (DJ 33)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret

Availability: As soon as possible

The Senior Reporting and Statistic Adviser reports to the Head of Mission through the coordination and supervision of the Chief of Staff (CoS).

Main Tasks

- Co-ordinates and manages the reporting office.
- Collates the data necessary for the update of the benchmarking reports.
- Maintains permanently an updated overview of the situation in the field and shares information with the others as required.
- Reports immediately to HoM, DHoM and CoS about the most important events and incidents.
- Collect the necessary contributions, produces the reports and submits those to the Chief of Staff (CoS).
- Instructs other Mission members on the information to be collected.
- Delivers regular presentations to EUCAP NESTOR staff.
- Delivers presentations about EUCAP NESTOR (missions, mandate, and activities) as required.
- Carries out any other tasks as deemed necessary.

Qualifications and Experience

- University Degree or equivalent training and experience in relevant field of specialisation.
- To have a minimum of 10 years of professional experience, preferably in an HQ position.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communication skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crisis Management.
- Excellent analytical abilities and drafting skills.
- Ability to give presentations in French and in English.
- Knowledge in common computing software (PowerPoint software, Excel).
- Previous International experience, particularly in crisis management (desirable).
- Ideally, previous working experience in the Horn of Arica.

Assistant to the Head of Mission (DJ 34)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

The Assistant to HoM is part of the Head of Mission Office and under the direct supervision of the Head of Mission. Supports the HOM in the fulfilment of his/her tasks.

Main Tasks

Under the direct guidance of the HoM and with administrative support of a secretary,

- Assists the HOM in his daily work.
- Arrange appointments and maintain HoM's calendar
- Acts as visitors' officer - receive high-ranking visitors, organise programmes and agendas of visits to EUCAP NESTOR
- Places and screens telephone calls and answer queries with discretion;
- Arranges various high-level meetings with senior officials from presidential administration, relevant ministries, leaders of political parties, representatives of the media, civil society and resident diplomatic community;
- Organizes in-country and regional travels (transport, accommodation, programmes, etc) for the HoM;
- Coordinates the agenda of the HoM with his Deputy;
- Drafts and distributes invitations for briefings, meetings;
- Takes minutes at meetings and conferences, as well as prepare draft reports, documents, speaking points, etc. for the HOM.
- Accompany the HoM on trips to the regions when required;
- Keeps records of all in and out correspondence;
- Drafts correspondence and ensure follow up;
- Keeps lists of names, addresses and phone number of the HoM's interlocutors; and
- Performs other tasks as required.

Qualifications and Experience

- University degree at Bachelor's level in political or international affairs, economics, social sciences or equivalent training
- A minimum of six years of working experience in a relevant field of work;
- Experience in international organizations and an understanding of the regional context is highly desirable;
- Must be able to express ideas and concepts clearly and concisely in written and oral form;
- Excellent drafting, time and resource management, interpersonal and good computing skills;
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered missions would be an asset
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Works methodically, accurately and with attention to details as well as to tight deadlines; and, is used to work on a multitude of activities at the same time with limited supervision;
- Tact, discretion, self-confidence and diplomacy;
- Ability and willingness to work long irregular hours;
- Ability to perform under pressure;
- Excellent written and oral communication skills in English and a working knowledge of French is essential;
- Ability and willingness to deploy to the field, sometimes on short notice

Political Adviser (DJ 35)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

The Political Adviser reports to the Senior Political Adviser of the Mission and to the Head of Mission.

Main Tasks

- Follows closely developments on the political scene in Djibouti and their impact on the broader region, while also keeping in regular contact with key political actors.
- Provides continuous written and verbal analysis of political developments in Djibouti and the region.
- Maintains a close relationship with relevant Djiboutian authorities.
- Provides guidance and advice to the mission regarding Djiboutian governmental structures, current political issues and developments.
- Assists in conducting and coordinating official visits according to the established protocol rules.
- Performs other political tasks as required by the Head of Mission or the Senior Political Adviser.
- Contributes to the reporting of the HoM.

Qualifications and Experience

- University degree in Politics, Social Sciences or any other academic training relevant to the post.
- A minimum of 7 years of work experience in a related context.
- Good understanding of and direct experience in the European Institutions and/or CSDP/CFSP would be an asset.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity.
- Good knowledge of the region's history, culture and politics.
- Good knowledge of French and English, written and spoken, is a requirement.
- Excellent interpersonal and communications skills.

IT Expert / WEB Developer (DJ 36)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

The IT Expert reports to the Chief of Staff through the Head of Administration and Finance.

Main Tasks

- Intranet/internet web development. Designs, creates, maintains and updates a website in cooperation with the Djibouti Regional Training Centre supporting basic, advanced, specialised and leadership training within the remit of the Mission, allowing Mission training material to be available online and developing e-learning modules.
- Establishes working relationships with all training elements of the Mission to facilitate the identification and collection of training material to be fed into the website.
- Designs a web policy for the approval of the Head of Mission, including guidance to the training elements of the Mission regarding identification and formatting of material to be made available on line.
- Processes the material provided by the training teams into web accessible documentation.
- Maintains continued relationship with the Djibouti Regional Training Centre team regarding the development and improvement of the website as well as its maintenance.
- Cooperates with the HR Software Developer, CIS Officers and supports their activities.
- Undertakes any other tasks as deemed necessary.

Qualifications and Experience

- University degree in Communications or Technical Specialization in Engineering, Communications or equivalent combination of education, training and practical experience.
- A minimum of 5 years of experience in Information and Communication Technology support and implementation preferably as a web developer/specialist.
- Experience of Web application development (AJAX or equivalent modern developing language).
- Experience of installing, maintaining and developing MSSQL/MySQL databases/applications.
- Experience in IPBX-pABX SIP RFC326x based systems, preferable ASTERISK would be an advantage.
- Experience in Open Source Environment (Linux) would be an advantage.
- Preferably knowledge in the ITIL framework design of a support organisation.
- Preferably knowledge of BS7799/ISO27XX information security standards.
- Good level of written and spoken English and French.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

Mission Senior Police Adviser (DJ 37)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

The Mission Senior Police Adviser reports to the Head of Mission through the Head of Planning, and Operations, under the coordination and supervision of the Chief of Staff.

Main Tasks

- Provides expertise on the policing function in the eligible countries.
- Maintains permanent and close relationships with the heads of the policing services/agencies in the host countries.
- Establishes and develops an efficient working relationship with the UNDP services in charge of the development and training of the Somali police.
- Maintains liaison with Interpol and Europol as appropriate, as well as EUNAVFOR.
- Establishes efficient working relationships at strategic level with all the key stakeholders involved in the Somali policing capacity development, including the EU Somalia Unit, UNDP in Nairobi, as well as the Djiboutian Authorities.
- Engages with the Mission heads of country teams in order to develop Mission awareness of the policing function in the Host Countries.
- Coordinates and supervises the Puntland police strategic advisor, the coastal policing expert for Somaliland and the Somali police training team.
- Conducts, twice a year, and upon request of the Head of Mission, reviews on the overall training and expertise provided by the Mission to the policing function in Somalia, as well as to the anti-piracy aspect of the Coast Guard function.
- Reports directly to the Head of Mission, when deemed necessary and after each review.
- Participates in the organisation of the police training courses in Djibouti.
- Validates the e-training material.
- Validates the training curricula.
- Carries out any other tasks as deemed necessary.

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post.
- Senior police or gendarmerie officer with 15 year experience.
- At least 10 years of management experience and some knowledge of the coast-guard function.
- Previous experience at strategic level during at least 5 years.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonnel communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crisis Management.
- Knowledge in security policy, law enforcement strategies, police service organisation and administration.
- Good understanding of the practicalities of the Somali police challenges.
- Good knowledge of the threats and challenges that Piracy represents to law enforcement officers.
- Excellent level of written and spoken French and English.
- Preferably previous work experience in international surroundings in crisis management.
- Previous work experience in the Horn of Africa.

Mission Legal Adviser (DJ 38)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret

Availability: As soon as possible

Mission Legal Adviser reports to the Head of Mission

Main Tasks

- Provides advanced legal expertise and advice for the HoM on legal issues pertaining to the mission, its legal framework, and its mandate.
- Drafts legal guidelines for the mission in accordance with HoM instructions.
- Ensures his/her involvement in all relevant legal aspects of the mission, including but not limited to operational issues, contracts relating to any legal, financial and procurement aspects, contracts of employment, and other personnel management related or administrative legal issues.
- Coordinates and liaise with other components of the mission on issues where legal expertise is required.
- Liaises with other international and local stakeholders in the area of the above mentioned legal issues.
- Drafts assessments and recommendations for the HoM and/or duly authorized delegates in relation to internal disciplinary and administrative proceedings.
- Contributes to induction and other training with regard to general legal issues related to the mission, its legal framework and its mandate.
- Undertakes any other tasks required by HoM.

Qualifications and Experience

- An advanced university degree in Law.
- A minimum of 10 years relevant professional experience;
- Proven knowledge of and experience in, labour law, contract law, procedural law and administrative law.
- Proven skills and experience in drafting laws, Standard Operating Procedures, other regulations and assessments.
- Prior CSDP or equivalent mission experience (highly desirable)
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment.
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook).
- Excellent command of both English and French

Maritime Intelligence Expert (DJ 39)

(1 position)

Duty Station: Djibouti

Clearance: EU Secret or equivalent

Availability: As soon as possible

The Maritime Intelligence Expert reports to the Chief of Staff.

Main Tasks

- Advises the HoM and the MHQ on all Intelligence related matters in support to the Mission.
- Establishes a network of Maritime Situational Awareness (MSA) specialists among personnel deployed within the Mission to produce a regional MSA.
- Conducts reviews of the Regional MSA organisation.
- Establishes and develops the MHQ MSA Support Cell, in order to monitor the achievement of this regional capability.
- Organises MSA information exchange at regional level with the MHQ Regional Cell and the other MSA Support Cells, in order to facilitate regional MSA.
- Delivers related training courses as required.
- Provides material to e-training courses, with the support of the MHQ dedicated cell.
- Develops curricula, in relation with the Mission regional maritime training team, in his domains of competency.
- Contributes to the induction training for new Mission personnel.
- Establishes and maintains cooperation with EUNAVFOR and the other maritime security stakeholders in the Region.
- Carries out any other tasks as deemed necessary.

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post.
- Senior Officer from the Navy or the Coast Guard- OF3/4 or equivalent.
- Knowledge of and experience in Maritime Situational Awareness, naval intelligence and maritime operations at tactical level.
- Experience in maritime security and Coast Guard duties.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Excellent French and English.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in the Horn of Africa.

Press and Public Information Officer (DJ 40)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret

Availability: As soon as possible

The PPIO reports to the Senior PPIO/Spokesperson and to the Head of Mission.

Main Tasks

- Within the geographical responsibility assists the Senior PPIO, the Head of Mission and the mission management on communications and information issues, including organizing interviews and other media events.
- Creates and promotes positive communication and public information campaigns to explain the work and role of the mission.
- Handles press calls.
- Organizes briefings on the Mission for visiting journalists.
- Organizes all the contract/tender/designs for PPIO visibility items and oversees the PPIO budget and procurement processes.
- Drafts press releases, statements, articles and features.
- Writes articles and features for the website and internal newsletter.
- Writes and designs public information leaflets and factsheets.
- Assists in conducting and co-coordinating press conferences.
- Assists in analyzing the public impact of the effectiveness of the Mission's activities.
- Ensures that Mission staff is effectively briefed on media handling issues, the media guidelines and the wider public image of the Mission.
- Undertakes any other related tasks as required

Qualifications and Experience

- University degree in Journalism, Communications, Political Sciences, Social Sciences, International Relations or any other academic training relevant to the post.
- A minimum of 7 years of work experience in a related context.
- Good understanding of and direct experience in the European Institutions and/or CSDP/CFSP would be an asset.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity.
- Good knowledge of the region's history, culture and politics.
- Excellent command of French, written and spoken, is a requirement.
- Good knowledge of English.
- Excellent interpersonal and communications skills.

Law Drafting Expert (DJ 41)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

Under the supervision of the EUCAP Nestor Head of Legal Advisory Programme, the Law Drafting Expert will support the efforts of the Djibouti Government in reviewing and amending its legislation in order to improve the functioning of its criminal justice system and maritime-related laws. The expert will also contribute to the establishment of a law reform committee.

Main Tasks

- Reviews the current legislative framework governing the criminal process and identify weaknesses and areas of potential improvement.
- Reviews the current maritime-related legislative framework, identifying gaps and needs.
- Assess the roles and responsibilities of the various parties involved in the criminal justice system of Djibouti.
- Assess the legislative drafting needs and priorities of the Djiboutian authorities.
- Assist in the establishment of the planned law reform commission within the Ministry of Justice and provide ongoing advice and support to the commission.
- Undertake or assist in the drafting or amendment of key legislation covering both the criminal law and maritime law fields.
- Develops a strong working partnership with the Djiboutian authorities and key stakeholders.
- Liaises with and provide expert legal and policy advice to the Djiboutian authorities and the key actors of the criminal justice system.
- Provides other drafting support as requested by the Djiboutian authorities.
- As part of EUCAP Nestor's regional approach, provides support to EUCAP Nestor's legal projects in other Horn of Africa States.
- Undertakes other activities as requested.

Qualifications and Experience

- Master degree or equivalent internationally recognized qualification in law
- At least 10 years of relevant professional experience of which at least five years in the area of penal law, legislation, law implementation, legal analyzing, and law drafting
- Experience of working in the civil law system is essential
- Ability to analyze complex legal issues in a crisis situation and advise on legal texts
- Excellent command of both English and French
- Negotiating skills, confident inter-personal skills and experience in operating in complex environments and high risk environments
- Experience of operating in politically complex and sensitive environments is an advantage.

Team Leader Somali Police Training / Senior Expert (DJ 42)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

The Team Leader Somali Police Training/Senior Police Training Expert reports to the Head of Mission through the Mission Police Advisor under the coordination and supervision of the Chief of Staff.

Main Tasks

- In coordination with the Mission Senior Police Advisor, the strategic police advisor for Puntland, and the coastal policing expert for Somaliland, designs the Somali police training curricula and establishes the selection criteria for the future trainees.
- Organises all aspects of the training in Djibouti, including selection, travels, accommodation, training delivery and quality assessment.
- Updates as necessary and implements the Somali police training project in coordination with the support cell and within the dedicated budget.
- Manages in all aspects of their tasks the personnel of the Somali police training team based in Djibouti.
- Maintains permanent and close relationships with the Djiboutian authorities as appropriate.
- Contributes to the production of the e-training material.
- Carries out any other task as deemed necessary.

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post.
- Senior gendarmerie or police officer with 15 year experience and at least 5 years of senior management experience.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crisis Management.
- Sound knowledge of policing rural areas.
- Good understanding of policing a coastal area and awareness of the threats and challenges that Piracy represents to law enforcement officers.
- Good understanding of the practicalities of the Somali police challenges.
- Proven previous experience in the design and implementation of multi-disciplinary police training.
- Excellent level of written and spoken French and English.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in the Horn of Africa.

Police Expert CID Training (DJ 43)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret

Availability: As soon as possible

The Police Expert CID Training reports to the Team Leader Somali Police Training.

Main Tasks

- Under the directives of the Team Leader Somali Police Training, designs and implements the CID training curriculum for the Somali police training, including for basic evidence preservations/gathering and forensics examinations.
- Organises all aspects of the CID training in Djibouti, based on the means available to the Somali police.
- Updates as necessary and implements the CID part of the Mission Somali police training project in coordination with the project cell and within the dedicated budget.
- Supports as appropriate, through advice and reports, the Somali police training team leader, the Mission police advisor, the strategic police advisor for Puntland and the coastal policing expert for Somaliland.
- Provides advice to the country teams, as requested, for their preparation of the training for the law enforcement dimension of the coast guard services.
- Contributes to the production of the e-training material.
- Carries out any other tasks as deemed necessary.

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post.
- Senior police, gendarmerie, coastguard or military police officer with 10 year experience in CID, ideally with a maritime police background.
- Previous work experience in designing and implementing CID training.
- Good understanding of policing a coastal area and of the threats and challenges that Piracy represents to law enforcement officers.
- Good understanding of the practicalities of the Somali police challenges.
- Excellent level of written and spoken English, good knowledge of French.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in the Horn of Africa.

Community Policing Training Expert (DJ 44)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Restraint or equivalent

Availability: As soon as possible

The Community Policing Training Expert reports to the Leader of the Somali Police Training Team.

Main Tasks

- Under the directives of the Somali police training team leader, designs and implements the community policing training curriculum for the Somali police training, mostly on the basis of realistic situations and exercises reconstructing life at a coastal police station in Somali.
- Organises all aspects of the community policing training in Djibouti, based on the means available to the Somali police.
- Updates as necessary and implements the community policing training part of the Somali police training project in coordination with the support cell and within the dedicated budget.
- Supports as appropriate, through advice and reports, the Somali police training team leader, the Mission police advisor, the strategic police advisor for Puntland and the coastal policing expert for Somaliland.
- Contributes to the production of the e-training material.
- Carries out any other task as deemed necessary.

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post.
- Community policing expert with 10 year experience.
- Previous work experience in designing and implementing training.
- Good understanding of the practicalities of the Somali police challenges.
- Good knowledge of the threats and challenges that Piracy represents to law enforcement officers.
- Excellent level of written and spoken English, good knowledge of French.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in the Horn of Africa.

Police Intervention Techniques Training Expert (DJ 45)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

The Police Intervention Techniques Training Expert reports to the Team Leader Somali Police Training.

Main Tasks

- Under the directives of the Team Leader Somali Police Training the expert designs and implements the police intervention techniques training curriculum for the Somali police training, mostly on the basis of realistic exercises and lessons on democratic principles of policing and respect of Human Rights.
- Organises all aspects of the police intervention techniques training in Djibouti, based on the means available to the Somali police.
- Updates as necessary and implements the police intervention techniques training part of the Mission Somali police training project in coordination with the project cell and within the dedicated budget.
- Supports as appropriate, through advice and reports, the Somali police training team leader, the Mission police advisor, the strategic police advisor for Puntland and the coastal policing expert for Somaliland.
- Liaises with UNDP and/or other international stakeholders, the local authorities and the Somali SPU through the strategic police advisor for Puntland and the coastal policing expert for Somaliland on the Somali police intervention doctrine and training.
- Contributes to the production of the e-training material.
- Carries out any other tasks as deemed necessary

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post.
- Senior police, gendarmerie or military police intervention technique expert with 10 years experience.
- Previous work experience in designing and implementing training.
- Good understanding of the practicalities of the Somali police challenges.
- Good knowledge of the threats and challenges that Piracy represents to law enforcement officers.
- Excellent level of written and spoken English, good knowledge of French desirable.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in the Horn of Africa.

Police Expert Criminal Intelligence Trainer (DJ 46)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret

Availability: As soon as possible

The Police Expert Criminal Intelligence Trainer reports to the Leader of the Somali Police Training Team Leader.

Main Tasks

- Under the directives of the Somali police training team Leader, designs and implements the basic criminal intelligence training curriculum for the Somali police training, mostly on the basis of practical exercises.
- Organises all aspects of the criminal intelligence training for the Somali police, in Djibouti training centre, based on the means available to the Somali police, with an emphasis on criminal intelligence gathering, processing and sharing.
- Updates as necessary and implements the criminal intelligence training part of the Mission Somali police training project in coordination with the project cell and within the dedicated budget.
- Supports as appropriate, through advice and reports, the Somali police training team leader, the Mission police advisor, the strategic police advisor for Puntland and the coastal policing expert for Somaliland.
- As appropriate, liaises with UNDP and the Somali local authorities to contribute to the development of an adapted national intelligence model.
- Provides advice, as requested, to the country teams for their preparation in the training of the law enforcement dimension of the coast guard services.
- Contributes to the production of the e-training material.
- Carries out any other tasks as deemed necessary.

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post.
- Senior criminal intelligence expert with 10 year experience in a police, gendarmerie or coast guard service.
- Previous work experience in designing and implementing training.
- Good understanding of the practicalities of the Somali police challenges.
- Good knowledge of the threats and challenges that Piracy represents to law enforcement officers.
- Excellent level of written and spoken English, good knowledge of French.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in the Horn of Africa.

Quartermaster Somali Police Training Team (DJ 47)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

The Quartermaster of the Somali Training Team reports to the Team Leader Somali Police Training.

Main Tasks

- With the support of the Mission Administration and Finance Department, organises all logistics aspect of the training of the Somali police in Djibouti.
- Addresses any practical problems related to the life of the Somali trainees in Djibouti including provisions for welfare and provisions for duty of care.
- Addresses all aspects related to discipline and, upon guidance of the Mission security office, enforces provisions for security during the training period.
- Establishes and maintains close relationships with the Djiboutian authorities, the Mission head of administration and finance and the Mission project cell.
- Maintains close cooperation with the international stakeholders involved in the region with the view of identifying potential donations for training purposes.
- Maintains a close monitoring on the financial aspects of the organisation of the training and liaises with the Mission project cell to ensure accountability with regards to the initial project design and budget.
- Carries out any other task as deemed necessary.

Qualifications and Experience

- Navy, coastguard, police, gendarmerie or military police officer with 10 year experience.
- Proven record of having hold a quartermaster position or a similar responsibility.
- Some understanding of the practicalities of the Somali police challenges.
- Ability to take initiatives, work independently within set administrative rules and an identified budget.
- Excellent level of written and spoken French and English.
- Preferably previous work experience in international surroundings in crisis management in the Horn of Africa.

CIS Expert - Somali Police Training Team (DJ 48)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret

Availability: As soon as possible

The CIS Expert reports to Mission Chief CIS through the Team Leader Somali Police Training.

Main Tasks

- Designs, implements, maintains and updates the computer network of the Djibouti Police Academy.
- Designs, implements, and maintains the VHF/HF radio equipment at the Djibouti Police Academy.
- Educates the Djibouti police Academy CIS technicians in the maintenance of the computer network, radio systems and other supplied CIS equipment in use.
- Supports the development of a computer literacy training programme for the Academy.
- Supports the production of training material provided by the Somali police training team to feed the Mission supported training web site.
- Cooperates with the other CIS Officers and supports their activities.
- Undertakes any other tasks as deemed necessary.

Qualifications and Experience

- University degree in Communications or Technical Specialization in Engineering, Communications or equivalent combination of education, training and practical experience.
- A minimum of 5 years of experience in Information and Communication Technology support and implementation preferably as a web specialist.
- Experience of developing database Web services connected to MSSQL/MySQL Server.
- Experience in system administration of Microsoft server platform and Cisco network equipment.
- Experience in database installation MSSQL/MySQL.
- Experience in Open Source Environment (Linux) would be an advantage.
- Experience in IPBX-pABX SIP RFC326x based systems, preferable ASTERISK would be an advantage.
- Experience in VHF and HF radio communication including installation and programming of Codan HF and Motorola GP/GM/GR series VHF radio equipment (or equivalent equipment) with cell call functions.
- Preferable knowledge in the ITIL framework design of a support organisation
- Preferable knowledge of BS7799/ISO27XX information security standards
- Good level of written and spoken English and French
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

Strategic Maritime Policy Advisor, Somaliland (NA 49)

(1 position)

Duty Station: Nairobi

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

The Strategic Maritime Policy Adviser for Somaliland reports to the HoM through the coordination and the supervision of the Kenya Country Team Leader.

Main Tasks

- Frequent visits to Hargeisa and the Somaliland Committee to Combat Piracy , abiding by security recommendations ;
- In close cooperation with the Somalia Unit, supports the Somaliland authorities to develop anti-piracy policies and concepts ;
- Provides advice at political and strategic level in the development of legal enablers and maritime security policies.
- In coordination with the senior coastal police advisor for Puntland, fosters coordination and cooperation arrangements between Puntland and Somaliland to fight Piracy ;
- Monitors the development of anti piracy measures in Somaliland and informs MHQ accordingly;
- Carries out any other tasks as deemed necessary;

Qualifications and Experience

- University degree in Management, security or other equivalent academic training relevant to the post.
- Coast Guard background would be an advantage.
- At least 15 years of experience with some proven previous engagement at political and strategic levels.
- Excellent organisational and coordinating skills.
- Able to work proactively and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crisis Management.
- Excellent written and spoken English, basic French an advantage.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in the Horn of Africa.

Legal Adviser (Puntland) (NA 54)

(1 position)

Duty Station: Nairobi (Garrowe, Puntland)
Security Clearance Level: EU Secret or equivalent
Availability: As soon as possible

As part of EUCAP Nestor's overall aim to strengthen the capacity of states within the Horn of Africa to combat piracy, the Legal Adviser will provide expert advice and support to the main justice sector actors of Puntland in order to strengthen the rule of law and develop a comprehensive legal and regulatory framework. While under the supervision of the EUCAP Nestor Head of Legal Advisory Programme, the advisor will be part of a regional EUCAP Nestor team of coast guard, police and legal advisors that will be based in Nairobi but travel frequently to Garrowe, Puntland to work with the Puntland Authorities.

Main Tasks

- Builds a strong working relationship with the main justice system actors in Puntland and other key stakeholders (including other EU bodies, UN organisations, states involved in bi-lateral activities).
- Assess the Puntland criminal justice system, including the roles, responsibilities and performance of the different actors involved in it, and give expert recommendations on how to improve effectiveness.
- Assess the current legislative framework governing the criminal justice system of Puntland and, also, the laws regulating maritime affairs, including weakness, drafting needs and legislative priorities.
- Supports the establishment of a law reform committee to review the amendment and enactment of both criminal and maritime-related legislation, and provide the committee with expert advice and support.
- In partnership with the judiciary, prosecution authority and UN, reviews the training given to Puntland judges, prosecutors and other justice system officials by the UN and other organisations and develop a mentoring project to entrench the training into their everyday working practices.
- Assess and support the development of training systems for judges, prosecutors and other justice system officials.
- Works with the judiciary and prosecution authority to plan, develop and implement a series of mobile courts to serve the coastal communities of Puntland.
- As part of EUCAP Nestor's regional legal programme, provides support to EUCAP Nestor's legal projects in other Horn of Africa states.
- To undertake such other activities as may be requested.

Qualifications and Experience

- University degree in law
- At least 10 years of relevant professional experience, with at least five years experience as a legal professional practising at a criminal court (as a judge, prosecutor, defence lawyer or similar)
- Excellent planning and project development skills, with the capacity to push forward project implementation
- Strong understanding of the criminal trial process and function of the different actors
- Ability to advise senior decision makers on legal policy and reform needs
- Excellent command of English
- Strong negotiating and diplomacy skills, team player, and ability to work with a range of people from diverse cultural backgrounds
- Experience of operating in complex environments and high risk environments.

Political Adviser (NA 55)

(1 position)

Duty Station: Nairobi

Security Clearance Level: EU Secret

Availability: As soon as possible

The Political Adviser reports to the Senior Political Adviser of the Mission

Main Tasks

- Follows closely developments on the political scene in Kenya and their impact on the broader region, while also keeping in regular contact with key political actors.
- Provides continuous written and verbal analysis of political developments in Kenya and the region.
- Maintains a close relationship with relevant Kenyan authorities.
- Provides guidance and advice to the mission regarding Kenyan governmental structures, current political issues and developments.
- Assists in conducting and coordinating official visits according to the established protocol rules.
- Performs other political tasks as required by the Senior Political Adviser.
- Contributes to the reporting of the HoM.

Qualifications and Experience

- University degree in Politics, Social Sciences or any other academic training relevant to the post.
- A minimum of 7 years of experience of work experience in a related context.
- Good understanding of and direct experience in the European Institutions and/or CSDP/CFSP would be an asset.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity.
- Good knowledge of the region's history, culture and politics.
- Good knowledge of English, written and spoken, is a requirement. Working knowledge of French would be an asset.
- Excellent interpersonal and communications skills.

Navy Reporting Officer (NA 56)

(1 position)

Duty Station: Nairobi

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

The Navy Reporting Officer reports to the Head of Country Team Kenya and the Senior Reporting and Statistics Adviser.

Main Tasks

- Provides maritime/ coast guard Expertise to the Mission reporting team
- Provides the core reporting capacity for the Kenyan Country Team.
- Contributes to data collection necessary for the update of the benchmarking reports.
- Maintains permanently an updated overview of the situation in the field and shares information with the others as required.
- Instructs other Mission members on the information to be collected.
- Delivers regular presentations to EUCAP NESTOR staff.
- Delivers presentations about EUCAP NESTOR (mission, mandate, and activities) as required.
- Carries out any other tasks as deemed necessary.

Qualifications and Experience

- University degree in Management or other equivalent academic training relevant to the post.
- To have a minimum of 10 years of professional experience, preferably in an HQ position.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communication skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crisis Management.
- Excellent analytical abilities and drafting skills.
- Fluency in English, knowledge of French desirable.
- Knowledge in common computing software (PowerPoint software).
- Previous International experience, particularly in crisis management (desirable).
- Ideally, previous working experience in the Horn of Arica.

Legal Adviser (NA 57)

(1 position)

Duty Station: Nairobi

Security Clearance Level: EU Secret

Availability: As soon as possible

As part of EUCAP Nestor's overall aim to strengthen the capacity of states within the Horn of Africa to combat piracy, the Legal Advisor will liaise with, provide expert advice, support and training to the main justice sector actors of Kenya. Under the supervision of the EUCAP NESTOR Head of Legal Advisory Programme, the Legal Advisor will have responsibility for promoting and supporting initiatives to improve the prosecution of serious crime, including piracy. Efforts will focus, initially, on the prosecution of cases in Mombasa; however, it is foreseen that any successful lessons and good practices should be disseminated and introduced at courts and prosecution offices throughout Kenya.

Main Tasks:

- Builds a strong working relationship with the main justice system actors in Kenya and other key stakeholders (including other EU bodies, UN organisations, states involved in bi-lateral activities).
- Based on a comprehensive analysis of the existing criminal justice system, give advice and support to the key justice actors on ways to make the prosecution of serious crime (with emphasis on piracy) more effective. Areas of focus will include reviewing how evidence is gathered and submitted to the prosecution, improving coordination between the investigation bodies and prosecution, and enhancing the prosecution's capacity to prepare charges and present evidence at trial.
- Provides training and organise training (to be given by short-term trainers) for judges and prosecutors in key skills to improve prosecution of serious crime cases.
- Provides assistance to promote longer-term training measures for judges and prosecutors, including continuous professional development and training of trainers.
- While the expert will be expected to be working with all actors of the judicial system, there is likely to be emphasis on support to the prosecution authority.
- As part of EUCAP Nestor's regional legal programme, provides support to EUCAP Nestor's legal projects in other Horn of Africa states.
- To undertake such other activities as may be requested.

Qualifications and Experience

- University degree in law
- At least 10 years of relevant professional experience, with at least five years experience as a legal professional practising at a criminal court (as a judge, prosecutor, defence lawyer or similar)
- Experience as a prosecutor in a common law system would be an advantage
- Have strong negotiating and diplomacy skills, be a team player, and ability to work with a range of people from diverse cultural backgrounds
- Excellent planning and project development skills, with the capacity to push forward project implementation
- Excellent command of English.

Law Enforcement / Evidence Handling Officer (EUCAP 07)

(1 position)

Duty Station: Mombasa

Security Clearance Level: EU Confidential

Availability: As soon as possible

The Law Enforcement / Evidence Handling Officer is in charge of the Mombasa Team, under the authority of the Kenya Country Team Leader and will be responsible for:

Main Tasks

- Conduct upon request, review of the Coast-Guard Agencies and of the Navy, in the aim of improving their regulation and Standing Operational Procedure, from a legal point of view.
- Identifies and propose people, amongst the coast guard agencies and the Navy, for the advanced training courses in the DRTC (Djibouti Regional Training Centre).
- Delivers training courses on evidence handling and enforcement of law at sea to Navy officers and Coast Guard Agencies officials.
- Delivers expertise in Evidence Handling and Law Enforcement.
- Participates in the elaboration of e-training courses, with the support of the MHQ dedicated cell.
- Develops curricula, in relation with other experts, in the domains of competency (Evidence Handling and Law Enforcement at sea).
- Manages the Kenyan Mombasa Country Team.
- Liaises with Mombasa Legal Adviser and court administration staff.

Qualifications and Experience

- Experienced law enforcement official, with criminal maritime and associated operational backgrounds, with at least 15 years of experience.
- Confirmed experience in evidence handling and law enforcement both on land and at sea.
- Ability to engage with the Navy and the civilian agencies in order to identify their training needs and to assist in drafting a training program in coordination with Kenyan authorities.
- Experience in Maritime Security Operations, and especially in maritime law enforcement.
- Very good command of written and spoken English

Court Administration Expert (MO 58)

(1 position)

Duty Station: Mombasa

Security Clearance Level: EU Secret

Availability: As soon as possible

With the aim of increasing the effectiveness of the Mombasa Court, by reducing delay and accelerating the flow of criminal cases, the Court Administration Expert will provide advice and support to the judiciary and administrative staff of Mombasa court. Under the supervision of the EUCAP Nestor Head of Legal Advisory Programme, the expert will lead a small team to initially carry out a comprehensive re-organisation of the court's filing and archiving system. Later, support will be given to improve court administration through a range of measures, including improved case management and listing of cases.

Main Tasks

- By working in a diplomatic and collaborative manner, builds a strong partnership with the judiciary and court officials of Mombasa court.
- Leads and supervise a small team to carry out the court re-organisation and further support measures.
- Quickly assess the scale of the project, develop a comprehensive plan, and manage all related activities alongside the Kenyan counterparts.
- In partnership with the staff of Mombasa court, undertake the re-organisation of the entire Mombasa court filing and archiving system.
- Assists in the identification and planning of suitable storage space within the court for the improved court archives.
- Supports the establishment of a comprehensive record filing and archiving system in order to reduce case backlog and delay of court proceedings.
- Through training, mentoring and monitoring, undertakes measures to ensure the continued and proper use of the filing and archive system.
- Works with the judiciary and court officials to introduce new and effective practices to improve the effectiveness of court proceedings, including case management techniques, prioritisation of cases, improved listing of cases.
- As part of EUCAP Nestor's regional legal programme, provides support to EUCAP Nestor's legal projects in other Horn of Africa states.
- To undertakes such other activities as may be requested.

Qualifications and Experience

- University degree in law, administration, business studies or similar.
- At least 10 years experience of court administration, with at least five years experience in a senior leadership/managerial position within a court.
- A proven ability to administer and organize a court effectively.
- Ability to lead and manage a small team, plan and manage activities to improve the functioning of a court.
- Have strong negotiating and diplomacy skills, be a team player, and ability to work with a range of people from diverse cultural backgrounds.
- Experience of operating in politically complex and sensitive environments is an advantage.
- Excellent written and spoken English.

Coast Guard Expert / Operations and Training (SE 59)

(1 position)

Duty Station: Victoria, Seychelles

Clearance: EU Secret or equivalent

Availability: As soon as possible

The Coast Guard Expert reports to the Country Team Leader.

Main Tasks

- Supports the Country Team Leader in the design and implementation of a training programme for the Seychelles Coast Guard.
- Establishes and maintains cooperation with the authorities of the Seychelles Coast Guard on maritime security matters
- Establishes a working group with the Coast Guard training officers to plan, implement and improve the training activities.
- Conducts, upon request, in support of the head of country team, reviews of the Coast Guard structure.
- Supports the selection of future trainees, among the Seychelles Coast Guard, for advanced training courses in the DRTC (Djibouti Regional Training Centre).
- Delivers training and expertise as required.
- Elaborates e-training courses, with the support of the MHQ dedicated cell.
- Develops curricula in cooperation with the other experts belonging to the regional maritime team and the country teams.
- Carries out any other tasks as deemed necessary.

Qualifications and Experience

- Officer from the Navy or Coast Guard (OF3/4 or 8 years of seniority).
- Previous experience in the delivery of training in basic and advanced navigation.
- Good understanding of policies and organisational aspects of maritime administration, maritime security and Coast Guard function.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Previous experience in planning and execution of maritime operations.
- Very good level of English, basic French an advantage.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in the Horn of Africa.

Law Drafting Expert, Attorney General's Office (SE 60)

(1 position)

Duty Station: Victoria, Seychelles

Clearance: EU Secret or equivalent

Availability: As soon as possible

The Law Drafting Expert will support the efforts of the Government of the Seychelles to review, amend and enact legislation to counter piracy and other forms of serious crime, and strengthen its maritime capacities. Under the supervision of the Head of the Legal Advisory Programme of EUCAP Nestor, the expert will be located within the office of the Attorney General where he/she will provide advice on both maritime-related and criminal-law legislation, assist with the teaching of legal drafting skills, and undertake other steps to support the prosecution of piracy cases around the Horn of Africa region.

Main tasks

- Under the guidance of the Attorney General, and based on the policy directives of the Seychelles Government, the Law Drafting Expert will review and undertake drafting or amendment of key legislation and/or statutory instruments covering both the maritime law and criminal law fields.
- As a priority, this will cover amendment of the Seychelles Criminal Procedure Code. Other work will include, but not be limited to, enactment of laws concerning shipping, fisheries, and coast guard regulation.
- Advises and assists government departments in preparing memoranda on the amendment or repeal of legislation.
- Advise government agencies on matters of statutory interpretation and application of laws.
- Develops and introduce training to improve the law drafting skills of Seychelles drafters, lawyers and potentially law students.
- As part of EUCAP Nestor's regional legal programme, provides support to EUCAP Nestor's legal projects in other Horn of Africa states and disseminate good practices relating to legislative reform and the prosecution of piracy (and other forms of serious crime).
- Develops a strong working partnership with the Attorney General and his office and other partner organisations.

Qualifications and Experience

- Master degree or equivalent internationally recognized qualification in law
- At least ten years' relevant professional experience, with at least five years experience as a legislative drafter within a government/state department advising upon, reviewing and drafting/amending legislation
- Common law experience is essential
- Ability to analyze complex legal issues in a crisis situation and advise on legal texts
- Negotiating skills, confident inter-personal skills and experience in operating in complex environments and high risk environments
- Experience of operating in politically complex and sensitive environments is an advantage
- Excellent written and spoken English.

Political Adviser / Press and Public Information Officer (SE 61)

(1 position)

Duty Station: Victoria, Seychelles

Security Clearance Level: EU Secret

Availability: As soon as possible

The Political Adviser/PPIO reports to the Senior Political Adviser of the mission, to the Senior PPIO/Spokesperson and to the Country Team Leader.

Main Tasks

- Follows closely developments on the political scene in the Seychelles and their impact on the broader region, while also keeping in regular contact with key political actors.
- Provides continuous analysis of political developments in the Seychelles and the region.
- Maintains a close relationship with relevant host country authorities.
- Provides guidance and advice to the mission regarding governmental structures of the Seychelles, current political issues and developments.
- Assists in conducting and coordinating official visits according to the established protocol rules.
- Performs other political tasks as required
- Contributes to the reporting of the HoM.
- Within the geographical responsibility assists the Senior PPIO in advising the country team leader and the mission management on communications and information issues, including organizing interviews and other media events
- Creates and promotes positive communication and public information campaigns to explain the work and role of the mission.
- Handles press calls
- Organizes briefings on the Mission for visiting journalists
- Organizes all the contract/tender/designs for PPIO visibility items and oversees the PPIO budget and procurement processes
- Drafts press releases, statements, articles and features
- Writes articles and features for the website and internal newsletter
- Writes and designs public information leaflets and factsheets
- Assists in conducting and co-coordinating press conferences.
- Assists in analyzing the public impact of the effectiveness of the Mission's activities.
- Ensures that Mission staff is effectively briefed on media handling issues, the media guidelines and the wider public image of the Mission.
- Undertakes any other related tasks as required

Qualifications and Experience

- University degree in Politics, Social Sciences, Journalism or any other academic training relevant to the post.
- A minimum of 7 years of work experience in a related context.
- Good understanding of and direct experience in the European Institutions and/or CSDP/CFSP would be an asset.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity.
- Good knowledge of the region's history, culture and politics.
- Excellent command of English, written and spoken, is a requirement.
- A working knowledge of French as advantage
- Excellent interpersonal and communications skills.

Seconded / contracted positions:

Mission Security Officer (NA 50 NA 51)

(2 positions)

Duty Station: One position for Nairobi (NA 50)
One position for Nairobi/Hargeisa (NA 51)

Security Clearance Level: EU Secret

Availability: As soon as possible

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO will:

Main Tasks

- Implement security requirements for EU-led civilian crisis management operations.
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures.
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice.
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies.
- Establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside.
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities.
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information.
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission.
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation.
- Report and assist the SMSO on the security level and state of alert for the mission staff.
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- To be responsible for in-depth planning and execution of security operations.
- Travel to High Risk areas and conduct security duties.
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission.

Qualifications and Experience

- Advanced University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or civilian security organisation with specialised training on field operations, force protection and/or security or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team.
- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management.

- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police.
- Successful completion of the EU Mission Security Officer Certification Course (desirable).
- 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.
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Trained in firearms.
- Trained in basic life support (medical training).
- Excellent organizational, planning, and time-management skills.
- Experience in planning and implementing projects.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Solid knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Civilian driving license class B and C mandatory.
- Security clearance EU SECRET mandatory.
- Fluency in English (speaking, reading, writing, understanding).
- Knowledge of French desirable.

Deputy Senior Mission Security Officer (NA 52)

(1 position)

Duty Station: Nairobi

Security Clearance Level: EU Secret

Availability: As soon as possible

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO) of EUCAP Horn of Africa, the DSMSO will:

Main Tasks

- Assist the Senior Mission Security Officer and replace him / her in his / her absence.
- Be responsible for establishment and implementation of security requirements, recommendations and safety instructions.
- Assist the Senior Mission Security Officer in drafting, continued development, implementation and updating of the Mission security plans.
- Assess the threat level and assist the Senior Mission Security Officer in maintaining and updating the EUCAP Horn of Africa Mission Security Plan (MSP), SOP's and contingency plans.
- Ensuring that plans for relocation/evacuation are current and able to be implemented at short notice.
- Ensure that all security equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- Provide briefings on matters affecting security of mission members and ensure that they are properly prepared for emergencies.
- Liaise and co-operate closely with other international organizations and national law enforcement agencies working in the field for security.
- Provide comprehensive reports on all incidents affecting the mission and mission members, and initiate necessary follow up action with appropriate authorities.
- Ensure the protection of EU classified information.
- Elaborate precise and accurate reports concerning information received which impacts upon the mission and mission members, initiating appropriate analyses and assessments of all pertinent information.
- To work in close cooperation with the Department of Administration in matters related to the purchasing of necessary security related equipment and services.
- Elaborate security situation reports and risks assessments.
- Supervise and give the approval on security matters travel plan;
- Conduct regular training in-theatre to ensure that all personnel employed by the contracted company in security matters are totally competent in their given role.
- Undertake any other related tasks as required by the SMSO.

Qualifications and Experience

- Advanced University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or civilian security organisation with specialised training on field operations, force protection and/or security or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team.
- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management.
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 7 years of progressively responsible professional experience at management level in the civilian security sector in the military/police.
- Successful completion of the EU Mission Security Officer Certification Course (desirable).
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective

- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills.
- Experience in planning and implementing projects.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in English (speaking, reading, writing, understanding), French desirable.
- Solid knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Civilian driving license class B and C mandatory;

Nurse (NA 53)

(1 position)

Duty Station: Nairobi

Security Clearance Level: EU Secret

Availability: As soon as possible

The Nurse reports to the Medical Advisor (MA) and will:

Main Tasks

- Carry out the daily work according to the job description for the medical staff of the MA to the HoM.
- Respond to medical incidents and events as directed by the MA on a 24/7 basis, if necessary by deploying to the field.
- Act as a first responder in providing first aid/trauma treatment during incidents and to liaise with regional health care providers in order to coordinate the provision and assess the quality of primary and specialist care to the staff members.
- Coordinate medical evacuations if required, in close coordination with the MA, especially when deployed to remote areas.
- Assist in providing medical support during evacuation and repatriation; advise evacuees on the requirements for evacuation and/or escorts patients if needed.
- When in theatre contribute to the production of daily SITREPs'
- Undertake any other tasks required by the MA or Head of Mission in support of the objectives of the Mission.

Qualifications and Experience

- Certified nurse, PHTLS and (preferably) ACLS trained.
- Knowledge of tropical medicine and hands on experience in the A&E department and Intensive Care essential.
- 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
- International experience in ESDP/CSDP Missions together with experience of multi-national and international organizations / Missions desirable
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Excellent organizational, planning, and time-management skills
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in English (speaking, reading, writing, understanding)
- Knowledge of French would be an asset
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel)
- Driving license B and C categories.

Financial and Administrative Officer (EUCAP 18)

(1 position)

Duty Station: Nairobi

Security Clearance Level: EU Confidential

Availability: As soon as possible

The Financial and Administrative Officer will assist the Head of Mission Support in fulfilling the duties set in support of the Mission mandate. Reporting to Head of Mission Support, he will be responsible for:

Main Tasks

- Ensures the sound and effective financial management of the CSDP Mission, including the preparation of the budget and follow-up of its implementation.
- Develops policies (prepares SOP) for accounting, in close cooperation with the Accounting Officer.
- Develops policies (prepares SOP) for the control of Mission's finances, in close cooperation with Finance Controller.
- Defines procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance.
- Verifies the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments).
- Ensures the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery
- Implements audit recommendations and ensure the effectiveness of internal controls.
- Provides sound financial advice to the head of administration, assisting in the formulation of financial strategies for the CSDP Mission.
- Evaluates and takes measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions.
- Liaises and cooperates on financial issues with the EU institutions, with National Governments involved and with other relevant organizations.
- Identifies needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement.
- Undertakes any other related tasks as required by the Head of Mission Support.

Qualifications and Experience

- University degree in Finance and Administration
- To have a minimum of 10 years of overall professional experience including a minimum of 3 years in a managerial position.
- Excellent analytical, research and problem-solving skills.
- Ability to operate usual computer tools (e.g. Microsoft, Winwork), intranet, internet, and computerized financial systems (e.g. FAME, Excel financial formulas and add-ins).
- Be familiar with usual Accounting automated systems (e.g. SAGE).
- Knowledge of EU financial rules.
- Excellent level of written and spoken English, French desirable.

Financial Officer (Budget) (DJ 62)

(1 position)

Duty Station: Djibouti

Security Clearance: EU Confidential

Availability: As soon as possible

The Financial Officer reports to the Head of Mission Support

Main Tasks

- Ensures the sound and effective financial management of the CSDP Mission.
- Develops policies (prepares SOP) for accounting, in close cooperation with the Accounting Officer.
- Develops policies (prepares SOP) for the control of EUCAP Nestor finances, in close cooperation with the Finance Controller.
- Defines procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance.
- Verifies the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments).
- Ensures the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery
- Implements audit recommendations and ensure the effectiveness of internal controls.
- Provides sound financial advice to the Head of Mission Support, assisting in the formulation of financial strategies for the CFSP Mission.
- Evaluates and takes measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions.
- Liaises and cooperates on financial issues with Commission FPI3, CPCC/MSD, other EU institutions, National Governments involved and with other relevant organizations.
- Undertakes any other related tasks as required by the Head of MS.

Qualifications and Experience

- University degree in Finance and Administration or related area.
- To have a minimum of 5 years of overall professional experience.
- Excellent analytical, research and problem-solving skills
- Ability to operate usual computer tools (e.g. Microsoft, Winwork), intranet, internet, and computerized financial systems (e.g. FAME, Excel financial formulas and add-ins).
- Be familiar with usual Accounting automated systems (e.g. SAGE).
- Fluent in written and spoken English, French desirable.

Procurement Officer (Mission) (DJ 63)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Restraint

Availability: As soon as possible

The Procurement Officer will assist the Chief of Procurement in fulfilling the duties set in support of the Mission mandate. Reporting to the Chief of Procurement, and will

Main Tasks

- Carry out procurement and contracting processes
- Use legally established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted to the CSDP mission
- Assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract)
- Provide assistance to the mission departments related with all contracting and procurement matters
- Assist in the development of internal mission procurement procedures
- Develop professional relationships and work partnership with EC Commission FPI.3 and CPCC/MSD in the field of procurement for the mission
- Undertake any other related tasks as required by the Head of Mission or the Line Managers

Qualifications and Experiences

- Advanced University Degree in Law, Public Administration, Business Administration or equivalent
- To have at least five years relevant work experience, including a minimum of one year of practical experience in procurement.
- Previous experience in the CSDP missions
- Knowledge of the EU financial rules
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations
- Experience in financial management of tendering processes and audits, preferably including EU procedures
- Fluent in written and spoken English and French.
- Good drafting and reporting skills
- Good working knowledge of MS Office and MS Excel

Procurement Officer / Projects (DJ 64)

Duty Station: Djibouti

Security Clearance Level: EU Restraint

Availability: As soon as possible

The Procurement Officer will assist the Chief of Procurement in fulfilling the duties set in support of the Mission mandate. Reporting to the Chief of Procurement, and will be responsible for:

Main Tasks

- Contributes through his/her expertise, in close cooperation with the Project Cell, to the production of the technical specifications necessary to the procurement of the mission essential equipment, in order to fill the capability gaps, in compliance with Mission's budget
- Carries out procurement and contracting processes
- Uses legally established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted to the CSDP mission
- Assists and advises the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract)
- Provides assistance to the mission departments related with all contracting and procurement matters
- Assists in the development of internal mission procurement procedures
- Develops professional relationships and work partnership with EC Commission FPI.3 and CPCC/MSD in the field of procurement for the mission
- Undertakes any other related tasks as required by the Head of Mission or the Line Managers

Qualifications and Experiences

- University Degree in Law, Public Administration, Business Administration or equivalent academic training.
- To have at least five years relevant work experience, including a minimum of one year of practical experience in procurement.
- Knowledge of the EU financial rules
- Experience in using legally established professional and transparent procurement policies and procedures
Experience in financial management of tendering processes
- Fluent in written and spoken English and French.
- Good drafting and reporting skills
- Good working knowledge of MS Office and MS Excel

Procurement Officer- Maritime expertise (DJ 65 DJ66)

2 positions

Duty Station: Djibouti

Security Clearance Level: EU Restraint

Availability: As soon as possible

The Procurement Officer- Maritime expertise- will assist the Chief of Procurement in fulfilling the duties set in support of the Mission mandate. Reporting to the Chief of Procurement, and will be responsible for:

Main Tasks

- Contributes through his/her expertise to the production of the technical specifications necessary to the procurement of the maritime equipment identified in the Mission projects
- Carries out procurement and contracting processes
- Uses legally established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted to the CSDP mission
- Assists and advises the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract)
- Provides assistance to the mission departments related with all contracting and procurement matters
- Assists in the development of internal mission procurement procedures
- Develops professional relationships and work partnership with EC Commission FPI.3 and CPCC/MSD in the field of procurement for the mission
- Undertakes any other related tasks as required by the Head of Mission or the Line Managers

Qualifications and Experiences

- University Degree in Law, Public Administration, Business Administration or equivalent academic training.
- To have at least five years relevant work experience, including a minimum of one year of practical experience in procurement of maritime equipment.
- Knowledge of the EU financial rules
- Experience in using legally established professional and transparent procurement policies and procedures
Experience in financial management of tendering processes
- Fluent in written and spoken English and French.
- Good drafting and reporting skills
- Good working knowledge of MS Office and MS Excel

Human Resources Officer (DJ 67)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Restraint

Availability: As soon as possible

The Human Resources Officer reports to the Chief of Human Resources and will be responsible for:

Main Tasks

- Carries out assignments in management and co-ordination of all human resources related issues
- Applies human resources policies and procedures
- Advises in the preparation of job descriptions
- Implements the selection staff policies and processes job applications as per the CPCC rules.
- Maintains records related to the staff selection
- Participates in selection panels as directed by the Chief of Human Resources
- Maintains duty rosters and databases as appropriate
- Advises in the development of Standard Operating Procedures
- Advises in preparing and managing deployment of personnel, letters of appointment, contracts, reassignments, redeployments, termination of employment, attendance records, duty rosters, high risk cover, and all relevant finance related issues
- Advises in the development of the training for personnel
- Advises in identifying needs of goods and/or services specifically required for his/her area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services

Qualifications and Experience

- University degree in Human Resources, Social Sciences, Business Administration or equivalent academic or professional training
- To have a minimum of 5 years of experience, with professional experience in legal, administrative and operational aspects of human resources and training
- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Skilled to operate databases and Office Suite
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects;
- Excellent level of written and spoken English.
- Knowledge of French would be an asset

Human Resources Officer / Software (DJ 68)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Restraint

Availability: As soon as possible

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

Main Tasks

- Carries out assignments in management and co-ordination of all human resources related issues
- Applies human resources policies and procedures
- Advises in the preparation of job descriptions
- Implements the selection staff policies and processes job applications as per the CPCC rules. Maintains records related to the staff selection
- Participates in selection panels as directed by the Chief of Human Resources
- Maintains duty rosters and databases as appropriate
- Advises in the development of Standard Operating Procedures
- Plans, designs and develops databases
- Identifies human resources, finance and personnel process automation needs and define software requirements
- Provides assistance and mentoring to staff members in the handling of databases

Qualifications and Experience

- University degree in Human Resources, Social Sciences, Business Administration, or equivalent academic or professional training
- To have a minimum of 5 years of experience, with professional experience in legal, administrative and operational aspects of human resources and training
- Advanced knowledge of database systems
- Experience in database development
- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects;
- Excellent level of written and spoken English.
- Knowledge of French would be an asset

Information Security Officer (DJ 69)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret

Availability: As soon as possible

The Information Security Officer reports to the Senior Mission Security Officer.

Main Tasks

- Develops and ensures application of relevant Standard Operating Procedures for secure information handling, in accordance with the provisions of the Council Security Regulations.
- To be the Mission's focal point for information security compromise or suspicion of compromise.
- Liaises in conjunction with the SMSO, the Chief of CIS and with EEAS Security Directorate for information security issues and especially in case of incident.
- Collaborate with the SMSO in developing and ensuring the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems
- Be the Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks which may include:
 - Ensuring registration of accountable security items (crypto devices, smartcard, keys, etc).
 - Ensuring protection of accountable security items.
 - Ensuring secure transfer of accountable security items.
 - Informing immediately the EEAS Crypto Custodian in case of compromise or suspicion of compromise.
- Verifies periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements).
- Reports to the SMSO for IT security incidents.
- Assesses any change to the IT systems (especially the Mission RESTRAINT UE LAN and Pre-DEUS) from a security perspective.
- Develops awareness with regard to IT security for the Mission staff.

Qualifications and Experience

- Graduate from a national military/police academy with specialized training in field operations, force protection.
- Minimum 5 years of relevant work experience - not dating back more than two years from this current application- in mission security matters or professional training on field security.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- Successful completion of the EU Mission Security Officer Certification Course (desirable);
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent organisational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions;
- Fluency in English mandatory and good knowledge of French desirable
- Civilian driving license class B and C mandatory

Logistics and Transport Officer (DJ 70)

(1 position)

Duty Station: Djibouti

Security Clearance: EU Restraint or equivalent

Availability: As soon as possible

Reporting to the Chief of Logistics, and will:

Main Tasks

- Plan, analyse, design, program and implement all aspects of logistic and transportation needs of the Mission in cooperation and coordination with relevant members of the team.
- Develop the logistical systems necessary for the Mission, with the adequate logistical support related to computers, vehicles, furniture, telecommunications, etc, suitable for the needs of all personnel.
- Establish a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover.
- Coordinate and supervise storage, allocation and distribution, consumption and assessment of future needs as concerns fuel, vehicles and related equipment.
- Provide advice, support and training on logistics and transport related matters.
- Produce reports concerning logistical and transport issues; propose/recommend changes and improvements ensure accuracy and comprehensive policies and guidelines to the logistics and transportation aspects.
- Participate in the procurement process by evaluating the technical features of the goods and services.
- Ensure the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues.
- Undertake any other duties as required.

Qualifications and Experience

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by relevant vocational training or equivalent academic or professional training.
- Minimum of 8 years relevant, diversified and progressively responsible professional experience relevant to the actual position.
- Proficiency use of Microsoft Office package, maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.
- International experience, particularly from the ESDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Transport Manager (DJ 71)

(1 position)

Duty Station: Djibouti

Security Clearance: EU Restraint or equivalent

Availability: As soon as possible

Reporting to the Chief of Logistics.

Main Tasks

- Effective management of the transport system within the area of responsibility, including vehicle control, mileage, fuel consumption, damages on the vehicles, road accidents and insurance cover.
- To be technically and administratively responsible for the execution of vehicle maintenance and repairs. Control the cost of maintenance of the vehicle fleet and ensures compliance with the provisions of contracts concluded with the external contractors for parts and maintenance.
- To provide advice, support and training to managers and staff on transport related matters and guidelines. Ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to mission members.
- To be responsible for the production of reports and analysis concerning the vehicle fleet within maintenance and transportation.
- Reviews and provides recommendations for improvement or changes as required.
- Plans, organizes and manages the work within the transportation office as well as field offices including monitoring and visiting as necessary.
- Supervises and monitors the work of the transportation personnel.
- Performs other duties as required

Qualifications and Experience

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by relevant vocational training or equivalent academic or professional training;
- Minimum of 10 years relevant, diversified and progressively responsible professional experience including at least 3 years at the management level relevant to the actual position.
- Proficiency use of Microsoft Office package, maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.
- Proven experience in personnel management and administration.
- Class C driving licence.

Senior Project Manager (DJ 72)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

Under the authority of the Head of Planning, Operations and Reporting Department, the Senior Project Manager (SPM)

Main Tasks

- Identifies under the current financial regulations, mission-essential equipment capability gaps
- Provides information and advise the HoM on supporting the host countries authorities in identifying the mission needed equipment as required for the training and in conformity with the European regulations.
- Co-ordinates the Project Cell of the Mission.
- Supports and develops the Project Management system which will identify, support and assess the progress of the programs/projects designed to achieve the goals of the host countries authorities and the Mission.
- Plans and maintains timelines, allocating resources and coordinating all respective phases of the programs/projects to ensure the required progress and success.
- Manages the implementation of agreed projects according to the operational planning.
- Facilitates practical cooperation and exchange of information, between the Mission and the CPCC, host countries authorities, European Commission and other international stakeholders and donors engaged in the region.
- Coordinates project related activities by providing guidance to the Country- Team Leaders and experts involved in the various projects, negotiating and liaising other EU and international organizations at different levels, and coordinating tasks and responsibilities in donor related matters.
- In cooperation with the Country Team Leaders monitors and evaluates progress according to the Mission plans.
- Develops and maintains reports, presentations and lessons of the projects to provide assistance in the periodic briefings to the Member States.
- Undertakes any other related tasks as required by the Head of Operations and Reporting Department.

Qualifications and Experience

- An advanced university degree in Police Sciences, Economic, Project Management, Business administration or equivalent academic training.
- Management experience, with 16 years of broad working experience both in operational and organizational aspects of organizations.
- Effective and extensive operational experience and project management skills at middle management level, planning and implementing projects, working across multiple projects and using project management methodologies and risk management approaches.
- Budget management experience.
- International experience preferable, particularly in crisis area with multi-national and international organizations (desirable).
- Excellent skills in written and spoken English (mandatory) and French(desirable).

Project Manager / internal (DJ 73)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

Under the authority of the Senior Project Manager, the Project Manager (PM), reports to the Head of Operations and Planning.

Main Tasks

- Identifies under the current financial regulations, mission-essential equipment capability gaps.
- Provides information and advise the Head of Planning, Operations and Reporting Department on supporting the host countries authorities in identifying the mission needed equipment as required for the training and in conformity with the European regulations.
- Plans and maintains timelines, allocating resources and coordinating all phases of the identified projects to ensure the required progress and success.
- Manages the implementation of identified projects according to the operational planning.
- Facilitates practical cooperation and exchange of information, between the Mission and the CPCC, host countries authorities with the view of identifying new potential projects, after the completion of the existing ones.
- Coordinates project related activities by providing guidance to the Country- Team Leaders and experts involved in the various projects.
- In cooperation with the Country Team Leaders monitors and evaluates progress according to the Mission plans.
- Develops and maintains reports, presentations and lessons of the projects to provide assistance in the periodic briefings to the Member States.
- Undertakes any other related tasks as required by the Head of Operations and Reporting Department and/or Senior Project Manager.

Qualifications and Experience

- University degree in Police Sciences, Economic, Project Management, Business administration or equivalent academic training.
- Middle Management experience, with 12 years of working experience both in operational and organizational aspects.
- Effective and extensive operational experience and project management skills at middle management level, planning and implementing projects, working across multiple projects and using project management methodologies and risk management approaches.
- Budget management experience.
- International experience preferable, particularly in crisis management area with multi-national and international organizations (desirable).
- Excellent skills in written and spoken English (mandatory) and French(desirable).
- Knowledge of the region's history, culture and politics.

Project Manager (DJ 74)

(1 position)

Duty Station: Djibouti

Security Clearance Level: EU Secret or equivalent

Availability: As soon as possible

Under the authority of the Senior Project Manager, the Project Manager (PM), reports to the Head of Operations and Planning.

Main Tasks

- To identify and address, under the current financial regulations, mission-essential equipment capability gaps
- Provides information and advise the Head of Planning, Operations and Reporting Department on supporting the host countries authorities in identifying the mission needed equipment as required for the training and in conformity with the European regulations.
- Plans and maintains timelines, allocating resources and coordinating all phases of the identified projects to ensure the required progress and success.
- Facilitates practical cooperation and exchange of information, between the Mission and host countries authorities, European Commission and other EU and international stakeholders with the view of identifying potential donors for the existing and new projects.
- Coordinates project related activities by providing guidance to the Country- Team Leaders and experts in relation to the other(UNDP, MASE, MARSIC, INTERPOL) programmatic activities existing in the region.
- In cooperation with the Country Team Leaders monitors and evaluates progress according to the Mission plans.
- Develops and maintains reports, presentations and lessons of the projects to provide assistance in the periodic briefings to the Member States.
- Undertakes any other related tasks as required by the Head of Operations and Reporting Department and/or Senior Project Manager.

Qualifications and Experience

- University degree in Police Sciences, Economic, Project Management, Business administration or equivalent academic training.
- Middle Management experience, with 12 years of working experience both in operational and organizational aspects.
- Effective and extensive operational experience and project management skills at middle management level, planning and implementing projects, working across multiple projects and using project management methodologies and risk management approaches.
- Budget management experience.
- International experience preferable, particularly in crisis management area with multi-national and international organizations (desirable).
- Excellent skills in written and spoken English (mandatory) and French(desirable).
- Knowledge of the region's history, culture and politics.

Financial and Administrative Officer (MO 75)

(1 position)

Duty Station: Mombasa

Security Clearance Level: EU Confidential

Availability: As soon as possible

The Financial and Administrative Officer will assist the Head of Mission Support in fulfilling the duties set in support of the Mission mandate. Reporting to Head of Mission Support, she/he:

Main Tasks

- Ensures the sound and effective financial management of the CSDP Mission, including the preparation of the budget and follow-up of its implementation.
- Contributes to the preparation of SOP for accounting and for the control of Mission's finances in close cooperation with relevant staff members.
- Defines procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance.
- Verifies the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments).
- Ensures the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery
- Implements audit recommendations and ensure the effectiveness of internal controls.
- Provides sound financial advice to the head of administration, assisting in the formulation of financial strategies for the CSDP Mission.
- Evaluates and takes measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions.
- Liaises and cooperates on financial issues with the Commission FPI3, CPCC/MSD, other EU institutions, with National Governments involved and with other relevant organizations.
- Identifies needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement.
- Undertakes any other related tasks as required by the Head of Mission Support.

Qualifications and Experience

- University degree in Finance and Administration.
- To have a minimum of 5 years of overall professional experience.
- Excellent analytical, research and problem-solving skills
- Ability to operate usual computer tools (e.g. Microsoft, Winwork), intranet, internet, and computerized financial systems (e.g. FAME, Excel financial formulas and add-ins).
- Be familiar with usual Accounting automated systems (e.g. SAGE).
- Knowledge of EU financial rules.
- Excellent level of written and spoken English, French desirable

Financial and Administrative Officer (VI 76)

(1 position)

Duty Station: Victoria

Security Clearance Level: EU Confidential

Availability: As soon as possible

The Financial and Administrative Officer will assist the Head of Mission Support in fulfilling the duties set in support of the Mission mandate. Reporting to Head of Mission Support, he will be responsible for:

Main Tasks

- Ensures the sound and effective financial management of the CSDP Mission, including the preparation of the budget and follow-up of its implementation;
- Contributes to the preparation of SOP for accounting and for the control of Mission's finances in close cooperation with relevant staff members
- Defines procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance,
- Verifies the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments)
- Ensures the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery
- Implements audit recommendations and ensure the effectiveness of internal controls
- Provides sound financial advice to the head of administration, assisting in the formulation of financial strategies for the CSDP Mission
- Evaluates and takes measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions
- Liaises and cooperates on financial issues with the Commission FPI3, CPCC/MSD, other EU institutions, with National Governments involved and with other relevant organizations
- Identifies needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement.
- Undertakes any other related tasks as required by the Head of Mission Support.

Qualifications and Experience

- University degree in Finance and Administration
- To have a minimum of 5 years of overall professional experience.
- Excellent analytical, research and problem-solving skills
- Ability to operate usual computer tools (e.g. Microsoft, Winwork), intranet, internet, and computerized financial systems (e.g. FAME, Excel financial formulas and add-ins).
- Be familiar with usual Accounting automated systems (e.g. SAGE).
- Knowledge of EU financial rules
- Excellent level of written and spoken English, French desirable

Logistics Officer (VI 77)

(1 position)

Duty Station: Victoria

Security Clearance: EU Restraint

Availability: As soon as possible

Reporting to the Chief of Logistics, and will :

Main Tasks

- Plan, analyse, design, program and implement all aspects of logistic and transportation needs of the Mission in cooperation and coordination with relevant members of the team.
- Develop the logistical systems necessary for the Mission, with the adequate logistical support related to computers, vehicles, furniture, telecommunications, etc, suitable for the needs of all personnel.
- Establish a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover.
- Coordinate and supervise storage, allocation and distribution, consumption and assessment of future needs as concerns fuel, vehicles and related equipment.
- Provide advice, support and training on logistics and transport related matters.
- Produce reports concerning logistical and transport issues; propose/recommend changes and improvements ensure accuracy and comprehensive policies and guidelines to the logistics and transportation aspects.
- Participate in the procurement process by evaluating the technical features of the goods and services.
- Ensure the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues.
- Undertake any other duties as required.

Qualifications and Experience

- Level of secondary education attested by a diploma giving access to post-secondary education, complemented by relevant vocational training or equivalent academic or professional training;
- Minimum of 8 years relevant, diversified and progressively responsible professional experience relevant to the actual position.
- Proficiency use of Microsoft Office package, maintenance related software and data entry knowledge of logistics databases and inventory procedures.
- International experience, particularly from the CSDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Human Resources Officer (VI 78)

(1 position)

Duty Station: Victoria

Security Clearance Level: EU Restraint

Availability: As soon as possible

The Human Resources Officer reports to the Chief of Human Resources and will be responsible for:

Main Tasks

- Carries out assignments in management and co-ordination of all human resources related issues
- Applies human resources policies and procedures
- Advises in the preparation of job descriptions
- Implements the selection staff policies and processes job applications as per the CPCC rules. Maintains records related to the staff selection
- Participates in selection panels as directed by the Chief of Human Resources
- Maintains duty rosters and databases as appropriate
- Advises in the development of Standard Operating Procedures
- Advises in preparing and managing deployment of personnel, letters of appointment, contracts, reassignments, redeployments, termination of employment, attendance records, duty rosters, high risk cover, and all relevant finance related issues
- Advises in the development of the training for personnel
- Advises in identifying needs of goods and/or services specifically required for his/her area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services

Qualifications and Experience

- University degree in Human Resources, Social Sciences, Business Administration or equivalent academic or professional training
- To have a minimum of 5 years of experience, with professional experience in legal, administrative and operational aspects of human resources and training
- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Skilled to operate databases and Office Suite
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects;
- Excellent level of written and spoken English.
- Knowledge of French would be an asset

Mission Security Officer (VI 79)

(1 position)

Duty Station: Victoria

Security Clearance Level: EU Secret

Availability: As soon as possible

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO will be responsible for:

Main Tasks

- Implement security requirements for EU-led civilian crisis management operations.
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures.
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice.
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies.
- Establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside.
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information.
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission.
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation.
- Report and assist the SMSO on the security level and state of alert for the mission staff.
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- To be responsible for in-depth planning and execution of security operations.
- Travel to High Risk areas and conduct security duties.
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission

Qualifications and Experience

- Advanced University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or civilian security organisation with specialised training on field operations, force protection and/or security or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team;
- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management;
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the

- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police;
- Successful completion of the EU Mission Security Officer Certification Course (desirable);
- 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;
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Trained in firearms.
- Trained in basic life support (medical training)
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class B and C mandatory;
- Security clearance EU SECRET mandatory.
- Fluency in English (speaking, reading, writing, understanding)
- Knowledge of French desirable