



Annex 1 – Requirements and Job Descriptions*

*All posts in this CfC are depending on RELEX approval.

**European Union Advisory Mission in the Central African Republic (EUAM RCA)
1-2020 - Call for Contributions**

Organisation:	European Union Advisory Mission in Central African Republic (EUAM RCA)			
Job Location:	Bangui, Central African Republic			
Availability:	Preferred start date NLT 31 July 2020			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u> (5 positions)			
	CA 36	Senior Strategic Adviser on the National Gendarmerie Organisational Consolidation	Bangui	Preferred start date NLT 31 July 2020
	CA 38	Strategic Adviser on Human Resources and Personnel Management to Central African Police	Bangui	Preferred start date NLT 31 July 2020
	CA 39	Strategic Adviser on Training to National Gendarmerie School	Bangui	Preferred start date NLT 31 July 2020
	CA 41	Strategic Adviser on Interoperability with Justice (Magistrate)	Bangui	Preferred start date NLT 31 July 2020
	CA 42	Mission Analytical Capability Analyst	Bangui	Preferred start date NLT 31 July 2020
	<u>Seconded/Contracted</u> (4 positions)			
	CA 46	Verification Officer	Bangui	Preferred start date NLT 31 July 2020
	CA 49	Mission Information Security Agent	Bangui	Preferred start date NLT 31 July 2020
	CA 51	PPIO	Bangui	Preferred start date NLT 31 July 2020
	CA 53	Head of Procurement	Bangui	Preferred start date NLT 31 July 2020

Deadline for applications:	25 June 2020 at 17:00 CEST (Brussels time)
E-mail address to send the Job Application Form:	1. For seconded candidates from EU Member States: <u>https://goalkeeper.eeas.europa.eu/registrar/</u> 2. For contracted candidates from EU Member States: <u>https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</u>
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr Andre KONZE <u>Andre.Konze@eeas.europa.eu</u> +32 460 84 38 48

EUAM CAR bears a Non-Family Mission status due to the present risk rating of the Mission area, which includes high risks in term of health, notably Malaria. As such, international seconded and contracted Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

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

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

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

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

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

I. GENERAL CONDITIONS

Citizenship – The candidates must have Citizenship of an EU Member State.

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

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed

composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in Contributing States.

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

The candidates must have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

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

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission. French basic knowledge is required, and the Mission will provide compulsory intensive language courses.

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

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

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

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

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

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

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

II.B Desirable Requirements

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

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

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

Driving Licence - Category B driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

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

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

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

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

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

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

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

IV. ADDITIONAL INFORMATION

Gender balance - The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

Application Form – Applications will be considered only when using the online Application Form (AF) indicating which position(s) the candidate is applying for.

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

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

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

Training – The selected candidates should complete E-SAFE³ and "Missionwise" modules, which are designed for the delegations or equivalent.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy. Induction training will be organised prior deployment to the Mission.

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

³ <https://webgate.ec.europa.eu/eeas/security-e-learning>

Position Name: Strategic Adviser on National Gendarmerie Organisational Consolidation	Employment Regime: Seconded	
Ref. Number: CA 36	Location: Bangui/CAR	Availability: Preferred start date NLT 31 July 2020
Component/Department/Unit Operations Department	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Strategic Adviser on National Gendarmerie Organisational Consolidation reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents by advising and accompanying CAR National Gendarmerie at a strategic level, in a structured manner and promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for addressing these;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, particularly the progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To liaise closely with other Advisers as appropriate;
- To identify and report on best practice and lessons learned within the field of responsibility;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

In close coordination with EUTM RCA Interoperability Pillar and building upon the results achieved so far,

- To advise and assist the National Gendarmerie at the strategic level on policy, planning and strategy development which supports the civilian SSR agenda and Security Sector Reform Strategy adapted to the CAR context;
- To advise and assist the National Gendarmerie at the strategic level on planning strategies which reflect and encourage the institutional and organisational consolidation of the "Gendarmerie Nationale";
- To provide advice to senior National Gendarmerie counterparts which contributes to capacity development and efficient organisation and structuration, both at central and territorial levels;
- To provide advice and guidance on concepts and doctrine in a framework of a restructuration and reform process in coherence and close cooperation with other national, regional et international actors involved in security strategies issues and in the reforms (notably the EU Delegation, the EU Training Mission (EUTM) and UN);
- To identify the inter-ministerial and interagency coordination requirements in the field of national security strategies and advise the National Gendarmerie accordingly how to address these.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements.
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

5. Essential Knowledge, Skills and Abilities:

- Experience as Senior Law Enforcement Officer, preferably at HQ level;
- Strong professional experience and knowledge of law enforcement organisation and structure at strategic level;
- Experience in developing strategies and policies at strategic level;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in working with civilian security institutions at strategic level;
- Experience in working in an international crisis management environment;
- International experience in crisis areas and/or in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in project management.

7. Desirable knowledge, skills and abilities:

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills;
- Budgetary functioning
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- A previous relevant professional experience in Africa would be an asset.

Position Name: Senior Strategic Adviser on Human Resources and Personnel Management to Central African Police	Employment Regime: Seconded	
Ref. Number: CA 38	Location: Bangui/CAR	Availability: Preferred start date NLT 31 July 2020
Component/Department/Unit Operations Department	Security Clearance Level: EU confidential	Open to Contributing Third States: No

1. Reporting Line:

The Strategic Adviser on Human Resources and Personnel Management reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents by advising and accompanying local counterpart(s) at a strategic level, in a structured manner and promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for addressing these;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, particularly the progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To liaise closely with other Advisers as appropriate;
- To identify and report on best practice and lessons learned within the field of responsibility;
- To undertake any other related task as requested by the Line Manager(s);
- To help define the baseline and benchmarks/input to the first MIP;
- To contribute to human rights and gender mainstreaming in the specific area of responsibility.

3. Mission Specific Tasks and Responsibilities

In close coordination with EUTM RCA Interoperability Pillar and building upon the results achieved so far,

- To identify at a strategic level with both "Direction Générale de la Police Centrafricaine" (DGPC) and "Direction Générale de la Gendarmerie Nationale" (DGGN) weaknesses related to Human Resources and Personnel Management, notably regarding policy, planning and strategy development in support of the civilian SSR agenda and Security Sector Reform Strategy adapted to the CAR context;
- To contribute to the drafting of the Concept of Operations (CONOPS), the Operational plan (OPLAN), and the MIP for the CSDP Mission EUAM CAR.
- To define, at strategic level with "Direction Générale de la Police Centrafricaine" (DGPC) and "Direction Générale de la Gendarmerie Nationale" (DGGN) policies and strategies related to the area of Human Resources (HR), career development and training;
- To contribute to the elaboration of fair and impartial human resources policies for recruitment, training, specialisation, promotion and discipline within the DGPC and DGGN;
- To help to identify the needs in terms of reform and implementation of modern administrative and management systems related to human resources and training, for the DGPC and the DGGN;
- To advice, to support and to accompany the CAR partners through the whole process of the development of an efficient and coherent HR policy respecting gender equality and human rights;
- To assist the revision and the drafting of laws and internal regulations issued by the Human Resources (HR) services of the DGPC and the DGGN;

- To advice and support the development of the internal HR structures and proceedings within the DGPC and the DGGN with focus on job descriptions, competences & functions translated in internal action plans and instructions;
- 2. Essential Qualifications and Experience:**
- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank **AND**
 - A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
 - Experience in SSR.
- 3. Essential Knowledge, Skills and Abilities:**
- Experience as Senior Law Enforcement Officer, preferably at HQ level;
 - Strong professional experience and knowledge of Human Resources management and career development in a law enforcement environment at strategic level;
 - Experience in developing strategies and policies at strategic and/or ministerial level;
 - Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
 - French language skills: minimum level B1 (Independent User);
 - English language skills: minimum level B1 (Independent User).
- 4. Desirable Qualifications and Experience:**
- Experience in working with civilian security institutions at strategic level;
 - Experience in working in an international crisis management environment;
 - International experience in crisis areas and/or in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
 - Experience in project management;
- 5. Desirable Knowledge, Skills and Abilities:**
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
 - Ability to accompany and motivate local counterparts;
 - Strategic and creative thinking;
 - Ability to multi-task with a time management efficiency;
 - Organisational, planning and drafting skills;
 - Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
 - A previous relevant professional experience in Africa would be an asset;
 - Knowledge of the regional context

Position Name: Strategic Adviser on Training to Central African National Gendarmerie School	Employment Regime: Seconded	
Ref. Number: CA 39	Location: Bangui, CAR	Availability: Preferred start date NLT 31 July 2020
Component/Department/Unit Operations Department	Security Clearance Level: EU confidential	Open to Contributing Third States: No

1. Reporting Line:

The Strategic Adviser on Training to Central African National Gendarmerie School reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents by advising and accompanying National Gendarmerie school at a strategic level, in a structured manner and promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for addressing these;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, particularly the progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To liaise closely with other Advisers as appropriate;
- To identify and report on best practice and lessons learned within the field of responsibility;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

In close coordination with EUTM RCA Interoperability Pillar and building upon the results achieved so far,

- To advise and assist at a strategic level the National Gendarmerie School on policy, planning and strategy development which supports the civilian SSR agenda and Security Sector Reform Strategy adapted to the CAR context;
- To provide expertise at strategic level to the National Gendarmerie School in the development of policies and strategies related to the gendarmerie training area;
- To contribute to the elaboration of specific educational programmes;
- To help to identify the needs in terms of reform and implementation of modern administrative and management systems related to the National Gendarmerie School;
- To participate to the structural and staffing development of the National Gendarmerie School;
- To contribute to the elaboration of a school project for National Gendarmerie commissioned officers;
- To contribute to the elaboration of the evaluation system within the National Gendarmerie school.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including Experience in national/international training units/programmes, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience as Senior Law Enforcement Officer;
- Strong professional experience and knowledge of training in a law enforcement environment;
- Experience in developing strategies and policies at strategic and/or ministerial level;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Professional Training Qualification/Certification;
- Experience in working with civilian security institutions at strategic level;
- Experience in working in an international crisis management environment;
- International experience in crisis areas and/or in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in project management.

7. Desirable knowledge, skills and abilities:

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- A previous relevant professional experience in Africa would be an asset.

Position Name: Strategic Adviser on Interoperability with Justice	Employment Regime: Seconded	
Ref. Number: CA 41	Location: Bangui/CAR	Availability: Preferred start date NLT 31 July 2020
Component/Department/Unit Operations Department	Security Clearance Level: EU confidential	Open to Contributing Third States: No

1. Reporting Line:

The Strategic Adviser on Interoperability with Justice reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the interoperability between Internal Security Forces and the Justice sector.
- In order to achieve this objective, the strategic adviser should:
- advise and accompany Justice actors at a strategic level, in a structured manner and promoting local ownership;
- support the Mission's efforts in identifying areas of weaknesses in terms of interoperability with their ISF counterparts;
- To provide analysis and recommendations for addressing these to local Justice counterparts;
- To ensure timely reporting on interoperability activities between both stakeholders as per planning documents, particularly the progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local Justice counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To liaise closely with other Advisers as appropriate;
- To identify and report on best practice and lessons learned within the field of RoL/justice;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

In close coordination with relevant international actors, such as MINUSCA/SSR, MINUSCA/UNPOL, UNDP, and building upon the results achieved so far,

- To advise and assist the CAR relevant judicial authorities on policy, planning and strategy development which supports the civilian SSR agenda and Security Sector Reform Strategy adapted to the CAR context;
- To advise the judicial relevant authorities on close coordination with the Internal Security Forces (the "Police Centrafricaine" and the "Gendarmerie Nationale");
- To provide advice to senior CAR counterparts which contributes to the interoperability of the security sector actors pursuant to the objective of sustainable synchronised deployment of CAR security forces at territorial level;
- To provide advice and guidance on concepts and doctrine in a framework of a closer cooperation with the internal security forces
- To strengthen the daily relationship between the Justice actors and the internal security forces.

4. Essential Qualifications and Experience:

- Successful completion of university studies of law of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree.; AND
- A minimum of 5 years of relevant professional experience, including experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Strong experience as a magistrate/ practising lawyer;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Strong professional experience in interacting with security sector actors;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in working with civilian security institutions at strategic level;
- Experience in working in an international crisis management environment;
- Experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process.
- Experience in criminal justice reform either domestically or internationally.
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7. Desirable knowledge, skills and abilities:

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- A previous relevant professional experience in Africa would be an asset.

Position Name: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: CAR 42	Location: Bangui/CAR	Availability: Preferred start date NLT 31 July 2020
Component/Department/Unit COS office	Security Clearance Level: EU secret	Open to Contributing Third States: No

1. Reporting Line

The Mission Analytical Capability (MAC) Analyst initially reports to the Chief of Staff.

2. Main Tasks and Responsibilities

- To analyse changes on the ground, including general trends, crime trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation as well as aspects related to external and internal security for the EU in particular related to crime trends of a strategic nature and to support the Mission through this in enhancing its situational awareness in accordance with the agreed MAC concept
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis;
- To ensure, within the Mission mandate and in coordination with the Operations Department, liaison arrangements with similar capabilities of other organisations, agencies and entities operating in theatre, as deemed appropriate by the Head of Mission (HoM);
- To be the Mission's Point of Contact to other organisations, agencies and entities and the CPCC in relation to exchanges of situational awareness between the Mission and FSJ agencies, directly or via Civilian Planning and Conduct Capability, as directed by the HoM and the CPCC, in line with EU rules for the sharing of EU Classified Information;
- To contribute to Mission reports;
- To disseminate MAC products internally and/or externally as directed by the HoM and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer, including as regards disinformation;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To act upon the HoM's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility;

3. Mission Specific Tasks and Responsibilities

- To carry out and prepare studies and analytical assessments of these developments, pertaining to the current level of performance of the CAR Internal Security Forces (the "Police Centrafricaine" and "Gendarmerie Nationale") and identifying priorities and opportunities for engagement, including levers for supporting structural change.
- Identify the specific dynamics and actors contributing to CAR security sector reform processes

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Handling, processing, analysis and presentation of information from various sources;
- Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience in the use of analytical IT packages and processes;
- International experience in crisis areas and/or in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Organisational, planning and drafting skills;
- A previous relevant professional experience in Africa would be an asset;
- Having previously undergone an OSINT course would be an asset.
- Knowledge of the regional context would be an asset

Position Name: Verification Officer	Employment Regime*: Seconded/Contracted	Post Category for Contracted: MSML
Ref. number: CA 46	Location: Bangui/CAR	Availability: Preferred start date NLT 31 July 2020
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU confidential	Open to Contributing Third States: No

1. Reporting Line:

The Verification Officer reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations, for example the Financial Regulations, Guide to Missions, European Commission's Communication related to the employment of international and local staff etc.;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems;
- Ability to pay close attention to detail so that work produced is reliable and accurate;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Verification Officer course/training or other related course/training.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge and/or experience in strategic management and/or public administration; Language skills (if applicable).

Position: Mission Information Security Agent	Employment Regime: Seconded/Contracted	Post Category: Mission Support Assistant Level (MSAL)
Ref. number: CA 49	Location: Bangui, CAR	Availability: Preferred start date NLT 31 July 2020
Component/Department/Unit: Security and duty of care Department Security Unit	Security Clearance Level: EU secret	Open to Contributing Third States: No

1. Reporting Line:

The Mission Information Security Agent (MISA) reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

In close operational and integrated collaboration with CIS, the MISA operates in the following sectors of activity:

- Classified Information Handling
- To develop SOP in regard with EU's Policy and/or Council security Regulations for EU staff deployed,
- To audit permanently classified information systems,
- To track and maintain the Personal Security Clearance for EU Staff,
- To report any security violation or/and compromise information matters,
- To develop and maintain any physical and/or technical structure for the protection of classified information.
- Crypto Custodian
- To assume responsibilities as the Crypto Custodian for the Mission :
- registration, protection and transfer of accountable security items,
- To report the EU Crypto Custodian (DGA5-SSICS) in case of security violation and/or compromise or suspicion of compromise.
- To develop and maintain the local framework for the use of crypto material, including audit and traceability,
- To liaise and maintain contact with EEAS for any topic in relation with crypto matter.
- Information Security System (ISS) - in operational cooperation with CIS:
- To develop the general framework for information security including :
- Organisational requirement
- Investigation capacities (Log, staff accounts management...)
- Incident report and reaction,
- To participate in any study for implementation of new IT material, new interface (website, ...),
- To insure the monitoring of IT security systems (firewall and/or any tool),
- To take in charge the investigation matters in case of security violation.
- To participate in the general ISS framework development and maintenance.
- Cyber Security – in operational cooperation with CIS:
- To participate in the general cyber-security framework development and deployment specifically regarding threat intelligence, threat assessment,
- To develop a reporting line for any incident in relation with specific threat,
- To participate in the investigations.
- e-reputation
- To develop and maintain any system or/and tool, or capacity for: Collecting information mainly from social networks and/or globally on the WEB, in relation with the Mission or/and officials of the Mission Reporting any topic of interest.
- Awareness campaigns

- To develop and implement awareness campaigns/workshops/emails regarding: Information Security Systems (Desk routine, passwords, USB use,...), Cyber security threats (Phishing, Hacking, main distant threats...), Personal OPSEC (use of social network, use of mobile phone, ...), Classified information handling. Specific threat targeting the Mission (Phishing campaigns...).
- To undertake other related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma OR equivalent and attested police/military education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Ability to work collaboratively with a broad range of constituencies 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;
- Knowledge of key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program;
- Ability to develop and maintain awareness campaigns;
- Ability to advise in security and counter intelligence in hardship environment.
 - French language skills: minimum level B1 (Independent User);
 - English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in developing and administrating an information security program;
- Certification such as CISSP or any other international relevant certification in the field; forensic or malware analysis certification would be an asset;
- Experience using tools for impact study and implementing risk assessment recommendation using any international relevant methodology in the field.
- Overseas deployments in hardship environment, operations, as counter intelligence adviser in official framework (national intelligence, NATO ...) would be an asset.
- Adviser in security engineering, implementing systems with humans, technical, and physical aspects would be an asset.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU information security standards and formal accreditation processes international experience, particularly in crisis areas with multi-national and international organisations;
- Technical knowledge of information technology and security issues;
- Ability to analyse, and interpret general business periodicals, professional journals, technical procedures, or Mission regulations;
- Ability to develop and audit security systems (physical, technical, human) using traceability framework;
- Ability to develop and maintain a framework for collecting information on the Web.

Position Name: Press and Public Information Officer - PPIO	Employment Regime*: Seconded/contracted	Post Category for Contracted: MSML
Ref. number: CA 51	Location: Bangui Bangui/CAR	Availability: Preferred start date NLT 31 July 2020
Component/Department/Unit: Press and Public Information Office	Security Clearance Level: EU confidential	Open to Contributing Third States: No

1. Reporting Line:

The Press and Public Information Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To drive the implementation of the Mission Strategic Communications Plan, guidelines and plans of the Mission;
- To populate the Mission's website and social media platforms, with content;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To act as spokesperson in the absence of the Head of Press and Public Information;
- To organise and conduct press conferences, briefings and other media events;
- To coordinate arrangements for visiting journalists;
- To organise contract/tender/designs for Mission visibility items on request of the Head of Mission;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities: *(sample)*

- To draft engaging, target oriented stories, news and updates on Mission activities and mandate implementation, and to adapt the content to the different channels used by the Mission;
- To assist in analysing the Mission's public impact and contribute to make the Mission better known to the public and to key interlocutors.
- To be in charge of the production of the Mission's visual and audiovisual information material
- To support the Mission Analytical Cell with communications insights and to proactively counter disinformation, also in coordination with the EUDEL in Bangui.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting and good presentation skills;
- Ability to develop the public information contents of the Mission
- Proficiency with social media platforms, website management and design software;
- Language skills: excellent French and very good English

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge about the local press and media environment;

Position Name: Head of Procurement	Employment Regime*: Seconded/Contracted	Post Category for Contracted*: Expert Level
Ref. number: CA 53	Location: Bangui/CAR	Availability: Preferred start date NLT 31 July 2020
Component/Department/Unit: Mission Support Department/ Procurement Unit	Security Clearance Level: EU confidential	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Procurement Unit;
- To lead, develop, manage and co-ordinate the CSDP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide assistance to the Mission members related with all contracting and procurement matters;
- To develop professional relationships and work partnership with the EU Commission in the field of contracting and procurement for the Mission;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level;

5. Essential Knowledge, Skills and Abilities:

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Specialised training/course in the field of procurement;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.
- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;

7. Desirable Knowledge, Skills and Abilities:

- Language skills (if applicable).