



**Annex 1 - Requirements and Job Descriptions**

<p align="center"><b>European Union CSDP Mission in Niger (EUCAP Sahel Niger)</b></p> <p align="center"><b>2-2020 Call for Contributions</b></p>				
<b>Organisation:</b>	EUCAP Sahel Niger			
<b>Job Location:</b>	Niamey, Agadez			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Secoded (9 posts)</u></b>			
	NI 04	Assistant to HoM	Niamey	04 Nov 2020
	NI 45	Drugs Trafficking Adviser	Niamey	ASAP
	NI 56	Head of Migration Unit	Niamey	18 Sep 2020
	NI 60	Border Management Adviser/CRC Member	Niamey	02 Aug 2020
	NI 61	Border Management Adviser	Niamey	18 Sep 2020
	NI 65	Senior Coordination Adviser	Niamey	15 Jan 2021
	NI 70	Human Rights and Gender Adviser	Niamey	ASAP
	NI 73	G5 Sahel Coordination Adviser	Niamey	22 Sep 2020
AG 05	FO Human Rights Adviser	Agadez	ASAP	

<b><u>Seconded/Contracted (6 posts)</u></b>			
NI 07	Internal Auditor	Niamey	ASAP
NI 16	Senior Reporting Officer/Head of Planning, Evaluation and Reporting Unit	Niamey	04 Jul 2020
NI 80	Human Resources Officer	Niamey	17 Nov 2020
NI 91	Logistics Officer	Niamey	ASAP
NI 106	Armed Protection Operator*	Niamey	01 Oct 2020
AG 16	Mission Security Officer	Agadez	01 Oct 2020
<b>Deadline for application:</b>	<b>Friday, 3 July 2020 at 17:00 hours (Brussels time)</b>		
<b>Applications must be submitted via:</b>	1. For seconded candidates from EU Member States: <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a> 2. For contracted candidates from EU Member States: <a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a> 3. For seconded candidates from Invited Third States (application form attached and also available on the EEAS website): <a href="mailto:eeas-cpcc-eucap-niger@eeas.europa.eu">eeas-cpcc-eucap-niger@eeas.europa.eu</a>		
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Mr Aurel Hariton</b> <a href="mailto:eeas-cpcc-eucap-niger@eeas.europa.eu">eeas-cpcc-eucap-niger@eeas.europa.eu</a>		

\*) The availability of the post is pending the incumbent's acceptance of another employment contract

EUCAP Sahel Niger bears a High Risk Non-Family Mission status due to the present risk rating of the Mission area as high. As such, international seconded and contracted Mission members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

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

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

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

**Tour of Duty/Contract Period** – Subject to the Council approval of the extension of the current Mission mandate beyond 30 September 2020 and the appropriate Budgetary Impact Statement, the initial duration of the deployment should be of 12 months.

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

## **I. GENERAL CONDITIONS**

**Citizenship** – The candidates must have Citizenship of an EU Member State or of an Invited Third State.

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

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

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

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission.

To ensure duty of care in a non-benign environment, selected seconded/ contracted candidates shall be able to serve the full period of secondment/ contract before reaching the normal age of retirement in Contributing States/ country of residence.

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

## II. REQUIREMENTS

### II.A Essential Requirements

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

#### 1. Education and Training

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

#### 2. Knowledge

The candidates should have knowledge of the EU Institutions and 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 Skills**<sup>2</sup> – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

In order to provide for national representation in the Mission, certain (ordinarily internal) positions in Mission may accept proficiency in a language other than the majority language of the Mission.

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

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

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

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

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

### II.B Desirable Requirements

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

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

**Language** – Some proficiency in local language(s), depending on the job tasks and responsibilities.

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

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

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

### **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

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

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

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

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

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

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

**Personal Protection Equipment** – It is recommended that national authorities provide seconded selected candidates with protection equipment (Annex 2 List of Recommended Security Equipment sent to the Contributing States).

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

### **IV. ADDITIONAL INFORMATION**

**Gender balance** - The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions.

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

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

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

**Accommodation** - Mission Members will be accommodated in Mission provided accommodation and will contribute towards the overall cost of the accommodation.

**Training** – The selected candidates should complete Missionwise and SAFE<sup>3</sup> modules, which are designed for the delegations or equivalent, until a new platform is launched.

**Pre-Deployment Training (PDT)** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

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

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

## SECONDED POSITIONS (9)

<b>Position Name:</b> Assistant to Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 04	<b>Location:</b> Niamey	<b>Availability:</b> 04 Nov 2020
<b>Component/Department/Unit:</b> HoM Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

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

The Assistant to Head of Mission reports to the Head of Mission (HoM).

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

- To assist the HoM in his/her daily work;
- To accompany the HoM as required to meetings and events and make necessary preparations;
- To liaise with Mission staff and others outside the Mission to support HoM activities;
- To undertake any other related tasks, as requested by the Line Manager.

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

- To schedule appointments and meetings and maintain contacts;
- To take minutes at meetings and conferences, as well as to prepare draft reports, documents, speeches etc. for the HoM;
- To draft memos, letters, faxes and other requested documents, to maintain filing systems;
- To perform any other administrative and secretarial duties when required.

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Public Administration, Law, Political Sciences, International Relations, security or law enforcement **OR** police or military equivalent education or training or equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience in a relevant field of work with appropriate responsibilities, with broad professional experience in operational and organisational aspects after having fulfilled the education requirements;
- A minimum of 5 years experience as Rule of Law Officer or equivalent.

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

- Excellent communication skills and diplomacy;
- Experience as a management assistant;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum C1 (Proficient User).

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

- Work experience in an international Mission environment;
- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions;
- Experience of operations/Missions and/or cooperation in Africa;
- Experience with or within international organisations and/or multinational operations and projects management;
- Good understanding and ideally direct experience with EU Institutions;

- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.

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

- Ability to work well on his/her own initiative and as part of a team; Willingness to work as team member;
- Work methodically, accurately and with attention to detail as well as ability to work under tight deadlines;
- Ability to operate Windows applications;
- Interpersonal skills, ability to engage with senior officials, 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.



<b>Position Name:</b> Drugs Trafficking Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 45	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Department/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> Yes

### 1. Reporting Line:

The Drugs Trafficking Adviser reports to the Head of Technical Competencies Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To establish and develop working relationships with Nigerien security forces in charge of the fight against drug trafficking;
- To conduct, upon request, examination and evaluation of the structure of local security forces engaged in the fight against drug trafficking;
- To perform need assessment of the local security forces engaged in the fight against drug trafficking;
- To identify the target audience for the training in cooperation with the local authorities;
- To contribute to elaboration of training plans regarding anti-drug trafficking training activities;
- To develop curricula in order to implement joint cooperation programs in his/her domain of competency (drug traffic analysis);
- To design and implement specific training on the following subject matters: identification and extraction of essential information from drug products and drug investigations, analysis of data, consolidation of inputs and preparation of relevant reports, development of specific expertise necessary to perform accurate assessment of present and future threats, application of acquired inductive reasoning skills in identification of potential drug trafficking threats;
- To coordinate and oversee trainings on drug trafficking analysis;
- To perform training evaluation of the training interventions on drug trafficking analysis;
- To deliver expertise in terms of drug trafficking analysis;
- To draft reports, to prepare presentations, talking points and briefings on border monitoring activities;

- To ensure that Human Rights and Gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser;
- To report on the consistency, complementary and sustainability of the programs.

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences, Business Administration, security or law enforcement **OR** police or military equivalent education or training or equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in anti-narcotics investigation.

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

- Ability to mentor and motivate local counterparts;
- Knowledge in security operations and related law enforcement;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

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

- Experience of designing and delivering training;
- Experience in project management;
- Experience in training of the trainers;
- Experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.

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

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

<b>Position Name:</b> Head of Migration Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 56	<b>Location:</b> Niamey	<b>Availability:</b> 18 Sep 2020
<b>Component/Department/Unit:</b> Operations Department/ Migration Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> Yes

### 1. Reporting Line:

The Head of Migration Unit 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 and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure at operational level the co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related task, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To strengthen the partnership with Nigerien authorities to support the implementation of migration and border management strategies and a national plan in the field of the fight against human-trafficking;
- To support the set-up of coordination and cooperation mechanisms between the security actors;
- To analyse the existing migration and border management arrangements, including their legal and institutional aspects;
- To assess the coordination and organisational needs and recommends migration and border management strategic operational orientations;
- To provide advice, in his/her remit, on the possible improvements of the skills and performance of the local officers;
- To develop curricula in order to implement migration/border management strategies/doctrines in his/her remit (law enforcement);
- To coordinate with the others senior officers respectively in charge of each objective;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities;
- To report to the Head of Operations on the consistency, complementarity and sustainability of the programs;

- To contribute to the Mission's coordination with EUBAM Libya and EUCAP Sahel Mali, with a view to identifying and putting in place possible joint activities in the fields of border security, migration and fight against human-trafficking;
- To implement training evaluation process for each activity.
- Implement operations projects and in particular, those related to border management and migration issues.

#### **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 a management level;
- Experience in change management, management and implementation of reform programs.

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

- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

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

- Experience in train the trainers;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.

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

- Knowledge of continental legal system and French inspired criminal procedure;
- Highly resilient under mental pressure and willingness to work extra hours, when required.

<b>Position Name:</b> Border Management Adviser/ CRC Member	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 60	<b>Location:</b> Niamey	<b>Availability:</b> 02 Aug 2020
<b>Component/Department/Unit:</b> Operations Department/ Migration Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> Yes

### 1. Reporting Line:

The Border Management Adviser reports to the Head of Migration Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- In coordination with the Senior Strategic Border Management Adviser, to support the Anti Human Trafficking Expert in establishing and developing working relationships with Nigerian partners in charge of the fight against Human Trafficking aspects;
- To conduct comprehensive consultations with the Government/Local Governorate and other supporting stakeholders on border management/control needs assessments to ascertain the current level of the state ability to identify/track those seeking to enter, transit or leave its territory;
- To support the implementation of a national Plan of Action in the country to ensure that recognised Border Crossing Points and all relevant staff are equipped with the necessary tools to identify, track and interdict those of interest, which include the Border Management Information System (BMIS), Watch List facilities, Advanced Passenger Information (API) systems, fraudulent document detection devices and other related border control devices and systems;
- In coordination with the Human Rights and Gender Adviser to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To oversee and to coordinate training and capacity building on migration and Border management and control activities, including counter-terrorism approaches, fraudulent document detection, interview skills including debriefing, intelligence handling and report writing, vehicle and individual searching, cultural awareness, investigative skills, case working and case preparation, detection of concealed weapons, money, stolen vehicles and other illegal items;

- To support the Government of Niger/Agadez Governorate in establishing national and international networks to support Border control measures including creation of intelligence cells incorporating immigration, internal and external security services, customs, military, etc.;
- In coordination with the Strategic Border Management Expert and the Anti Human Trafficking Adviser and, in partnership with the Nigerien authorities, to contribute to the elaboration, for a local/regional plan in the field of the fight against Human Trafficking;
- Based on the identified needs, to develop curricula in order to implement cooperation programs in his/her domain of competency;
- To design, implement, coordinate and oversee specialised training on Border management;
- To implement evaluation of the training on Border management;
- To deliver expertise (Monitoring, Mentoring and Advice) in terms of Border management;
- To provide advice on Border management strategy, analysis and input to the Head of Migration Unit on all issues that may arise on the projects being managed;
- To pay a specific attention to law enforcement and Border management of other institutions and other donors working in the realm of security sector reform;
- To identify and to promote strategic and technical partnerships with the relevant government entities, private sector and civil society partners, and other relevant stakeholders to promote and strengthen Nigerien's Police training on migration and Border management portfolio;
- To develop reports, presentations, talking points and briefings on border monitoring activities;
- To report to the Head of Migration Unit on the consistency, complementary and sustainability of the programs;
- To identify and to conduct projects.

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

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

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

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

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

- Experience of designing and delivering training;
- Experience in project management;
- Previous experience in train the trainers;
- Experience in conducting monitoring and evaluation (M&E), with understanding of M&E tools and approaches;
- Experience in project/programme management with EU and/or international organisations or non-governmental organisations in migration management focusing on IBM, Security Sector Reform and other related fields, with supervisory responsibilities and demonstrated achievements;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa.

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

- Ability to engage with senior officials, ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Border Management Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 61	<b>Location:</b> Niamey	<b>Availability:</b> 18 Sep 2020
<b>Component/Department/Unit:</b> Operations Department/ Migration Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> Yes

### 1. Reporting Line:

The Border Management Adviser reports to the Head of Migration Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- In coordination with the Senior Strategic Border Management Adviser, to support the Anti Human Trafficking Expert in establishing and developing working relationships with Nigerian partners in charge of the fight against Human Trafficking aspects;
- To conduct comprehensive consultations with the Government/Local Governorate and other supporting stakeholders on border management/control needs assessments to ascertain the current level of the state ability to identify/track those seeking to enter, transit or leave its territory;
- To support the implementation of a national Plan of Action in the country to ensure that recognised Border Crossing Points and all relevant staff are equipped with the necessary tools to identify, track and interdict those of interest, which include the Border Management Information System (BMIS), Watch List facilities, Advanced Passenger Information (API) systems, fraudulent document detection devices and other related border control devices and systems;
- In coordination with the Human Rights and Gender Adviser to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To oversee and to coordinate training and capacity building on migration and Border management and control activities, including counter-terrorism approaches, fraudulent document detection, interview skills including debriefing, intelligence handling and report writing, vehicle and individual searching, cultural awareness, investigative skills, case working and case preparation, detection of concealed weapons, money, stolen vehicles and other illegal items;

- To support the Government of Niger/Agadez Governorate in establishing national and international networks to support Border control measures including creation of intelligence cells incorporating immigration, internal and external security services, customs, military, etc.;
- In coordination with the Strategic Border Management Expert and the Anti Human Trafficking Adviser and, in partnership with the Nigerien authorities, to contribute to the elaboration, for a local/regional plan in the field of the fight against Human Trafficking;
- Based on the identified needs, to develop curricula in order to implement cooperation programs in his/her domain of competency;
- To design, implement, coordinate and oversee specialised training on Border management;
- To implement evaluation of the training on Border management;
- To deliver expertise (Monitoring, Mentoring and Advice) in terms of Border management;
- To provide advice on border management strategy, analysis and input to the Head of Migration Unit on all issues that may arise on the projects being managed;
- To pay a specific attention to law enforcement and Border management of other institutions and other donors working in the realm of security sector reform;
- To identify and to promote strategic and technical partnerships with the relevant government entities, private sector and civil society partners, and other relevant stakeholders to promote and strengthen Nigerien's Police training on migration and Border management portfolio;
- To develop reports, presentations, talking points and briefings on Border monitoring activities;
- To report to the Head of Migration Unit on the consistency, complementary and sustainability of the programs;
- To identify and to conduct projects.

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

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

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

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

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

- Experience of designing and delivering training;
- Experience in project management;
- Previous experience in train the trainers;
- Experience in conducting monitoring and evaluation (M&E), with understanding of M&E tools and approaches;
- Experience in project/programme management with EU and/or international organisations or non-governmental organisations in migration management focusing on IBM, Security Sector Reform and other related fields, with supervisory responsibilities and demonstrated achievements;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa.

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

- Ability to engage with senior officials, ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.



<b>Position Name:</b> Senior Coordination Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 65	<b>Location:</b> Niamey	<b>Availability:</b> 15 Jan 2021
<b>Component/Department/Unit:</b> Operations Department/ International Coordination Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Senior Coordination Adviser reports to the Head of International Coordination Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To undertake any other related task, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To contribute and support the development of a comprehensive national, regional and international coordination in the Security sector in general and the fight against terrorism, organised crime and illegal migration in particular;
- To contribute to mapping and assessing the current activities of bilateral and multilateral co-operations in the Security Sector and the fight against terrorism, organised crime and illegal migration in particular;
- To develop and maintain a network of relevant contacts with bilateral and international actors in Niger relating to security;
- To prepare and conduct relevant meetings both with national authorities and international partners;
- To liaise and contribute to effective coordination between other CSDP missions in the Sahel;
- To provide technical expertise to other European actors in the identification and development of new programmes within the area of expertise of the Mission;
- To contribute to the assessment, in his/her remit, of the needs and possible improvements in terms of national, regional and international co-operation in Niger.

### 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 equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

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

**6. Desirable Qualifications and Experience:**

- Experience of working in an international operation/mission in the field of international coordination;
- Experience with international organisations and/or multinational operations at policy or senior project management level;
- Experience with EU Institutions;
- Experience of networking and liaison at ministerial level;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff;

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

- Communication skills and diplomacy;
- Interpersonal skills, ability to engage with senior officials, 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.

<b>Position Name:</b> Human Rights and Gender Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 70	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> Yes

### 1. Reporting Line:

The Human Rights and Gender Adviser reports to the Head of Operations and coordinates closely with the Human Rights and Gender Adviser placed in the Chief of Staff's Department.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To assist the Nigerien authorities in fulfilling their obligations to protect and promote Human Rights and fundamental freedoms in general, and in areas that lie at the intersection between Human Rights and security;
- To monitor and analyse the state of play of Human Rights and protections developments in the host country and to provide the expertise, technical assistance as well as training and capacity building, to enhance compliance with its Human Rights commitments;
- To maintain necessary contacts and build relationships with the Nigerien security forces;
- To contribute, to design and deliver training for members of the Nigerien security forces in regards to International Humanitarian Law, Human Rights and Gender concepts;
- To provide training courses with focus on International Humanitarian Law for the staff of security special units amongst the different security forces;
- In coordination with the the Strategic Training Expert of the Mission develops the Training Module on Gender in framework of all European security building initiative;
- To liaise with the Human Rights and Gender Expert of the Mission and ensure that Human Rights and Gender aspects are mainstreamed in the operational activities of the Department;
- To collect and collate statistics about Human Rights and Gender respect practices of the Nigerien Security Forces;

- To contribute and identify and reports on lessons and best practices within the field of responsibility;
- To provide assistance to support the planning and implementation of the activities of the Technical Competencies Unit in regards to the Human Rights and Gender equality principles.
- To identify, develop, and implement programmatic activities and projects on key Human Rights issues, including, deliver trainings, expert workshops, training activities and networking events;
- To build alliances and networks with independent experts, international and national governmental and non-governmental actors, to exchange information, share best practices, coordinate activities and implement common programs in the area of Human Rights protection and promotion;
- To advice the Head of Operations in planning activities in the field of Human Rights and Gender protection and promotion.

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Human Rights, politics or other relevant fields; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Substantial knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice system;
- Practical experience in the design of training curricula and conducting training especially in International Humanitarian Law, Human Rights and Gender issues.

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

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

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

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

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

- Technology and research awareness such as full computer skills and use of advanced research tools;
- Good communication and drafting skills;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitive and respect to gender and diversity;

- Good understanding of the Sahel sub-region and knowledge of national and international institutions operating in the region on Human Rights and Gender Equality.

<b>Position Name:</b> G5 Sahel Coordination Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 73	<b>Location:</b> Niamey	<b>Availability:</b> 22 Sep 2020
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> Yes

### 1. Reporting Line:

The G5 Sahel Coordination Adviser reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To assist the authorities of Niger in developing regional cooperation in the field of counterterrorism, fight against organized crime and control of illegal migration, especially within the framework of the G5 Sahel;
- To liaise with the other regional CSDP missions, especially EUCAP Sahel Mali, as well as other CSDP regional instruments to provide a coordinated support to regional cooperation initiatives;
- To assist EUCAP Sahel Niger to develop training and advisory activities aimed at G5 countries;
- To support the development of the regional CSDP and G5 initiatives regarding the fight against terrorism and organized crime;
- In close coordination with CSDP Missions and EU Delegations in the region, to provide regular support and advice to a G5-related mechanisms in Niger;
- To build and maintain contacts with regional actors in the field of counterterrorism, organised crime and illegal migration;
- To undertake any other related tasks, as requested by the Line Manager(s).

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

### 4. Essential Qualification and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree. The qualification should be in any of the fields of Law, Political Science, International Relations, or other relevant field; **OR** equivalent Police/Military education or training attested by a diploma or an award of an equivalent rank; **AND**
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to mentor and motivate local counterparts.
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

### 6. Desirable Qualifications and Experience:

- Work experience in Africa;
- Experience in CSDP Missions or other international civilian field operations (EU, UN, OSCE);
- Security Sector Reform (SSR) and/or Training related work experience.

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

- Knowledge of the West Africa Region;

- 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.

<b>Position Name:</b> FO Human Rights Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> AG 05	<b>Location:</b> Agadez	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Field Office/Operations Cell	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> Yes

### 1. Reporting Line:

The Human Rights Adviser reports to the Head of Field Office and coordinates closely with the Human Rights and Gender Adviser placed in Operations Department in Niamey

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To assist the Nigerien authorities in fulfilling their obligations to protect and promote Human Rights and fundamental freedoms in general, and in areas that lie at the intersection between Human Rights and security;
- To monitor and analyse the state of play of Human Rights and protections developments in the host country and to provide the expertise, technical assistance as well as training and capacity building, to enhance compliance with its Human Rights commitments;
- To maintain necessary contacts and build relationships with the Nigerien security forces;
- To contribute, to design and deliver training for members of the Nigerien security forces in regards to International Humanitarian Law, Human Rights and Gender concepts;
- To provide training courses with focus on International Humanitarian Law for the staff of security special units amongst the different security forces;
- In coordination with the the Strategic Training Expert of the Mission develops the Training Module on Gender in framework of all European security building initiative;
- To liaise with the Human Rights and Gender Expert of the Mission and ensure that Human Rights and Gender aspects are mainstreamed in the operational activities of the Department;
- To collect and collate statistics about Human Rights and Gender respect practices of the Nigerien Security Forces;



- To contribute and identify and reports on lessons and best practices within the field of responsibility;
- To provide assistance to support the planning and implementation of the activities of the Technical Competencies Unit in regards to the Human Rights and Gender equality principles.
- To identify, develop, and implement programmatic activities and projects on key Human Rights issues, including, deliver trainings, expert workshops, training activities and networking events;
- To build alliances and networks with independent experts, international and national governmental and non-governmental actors, to exchange information, share best practices, coordinate activities and implement common programs in the area of Human Rights protection and promotion;
- To liaise with the local and international entities involved in the promotion of Human Rights mainstreaming;
- To liaise with relevant Government institutions in Agadez region in order to elaborate programs in Human Rights advocacy and awareness;
- To coordinate with relevant components of the Mission, governmental authorities (Agadez region) and partners working on Human Rights protection and promotion in order to develop training module in Human Rights protection and promotion;
- To collect and collate statistics about Human Rights respect practices of the Nigerien security forces within the field of responsibilities;
- To advice the Head of Field Office in planning activities in the field of Human Rights and Gender protection and promotion.

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, International criminal law, international humanitarian law; Human Rights studies) **OR** equivalent and attested police or/and military rank **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in sound knowledge of Human Rights and Protection mainstreaming issues and tools, in particular in volatile security environment or in a post-conflict environment/ SSR process.

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

- Analytical and advocacy skills on Human Rights protection and promotion issues;
- Inter-personal and negotiations skills;
- Ability to work under pressure and with multi-disciplinary and multicultural teams;
- Abilities to establish and maintain relationships with a board range of people to understand needs and gain support;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

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

- Experience in Human Rights advocacy or related field;
- Experience in conception of Human Rights manuals, drafting report and other materials;
- Experience as activist lawyer in international institutions desirably advocating for Human Rights protection;
- Experience in Human Rights advocacy with military or/and police training will be an asset;
- Experience in working with international organizations in Human Rights protection and promotion and related field.

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

- Communication and drafting skills;
- Computer skills and use of advanced research tools;
- Teamwork and interpersonal skills and ability to maintain effective working relations in multi-cultural and sensitive environment;
- Knowledge of Africa, especially the Sahel sub region;
- Awareness of the Nigerien religious and cultural sensitivity; preferably cultural and traditional specificity of the region of Agadez.

## SECONDED/CONTRACTED POSITIONS (6)

<b>Position Name:</b> Internal Auditor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> NI 07	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

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

The Internal Auditor reports to the Head of Mission (HoM).

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

- To develop a risk-based audit programme for validation by the Mission's management;
- To plan appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- To operate in accordance with relevant provisions, and with internationally established professional internal auditing standards;
- To prepare high quality and operational audit reports presenting the findings and recommendations;
- To obtain feedback from auditees on the conduct of the audit;
- To recommend corrective actions to the Mission's management as appropriate, and to follow up and review corrective actions taken by management;
- To provide advice and guidance to the Head of Mission to improve compliance with internal control standards;
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To ascertain the nature of a process, identify key control points and evaluates their efficiency and effectiveness;
- To identify and map risks;
- To design and establish risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To examine the reliability and integrity of information systems;
- To identify, manage and report the risk 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:**

- To establish a risk-based ex post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines;
- To assure effective management of the audit activities;

- To register and archive documents in accordance with the Mission Document Management.

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Economics, Audit, Finance, or Accounting, or other relevant subject; **AND**
- A minimum of 5 years of relevant professional experience in Audit, Finance and/or Accounting, after having fulfilled the education requirements;
- A minimum of 1 year of experience in working with computerised financial systems in the area of accounting or financial management and with Audit management software.

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

- Proven ability to produce high-quality audit reports including recommendations;
- Good knowledge of EC Financial Regulation and audit practices
- Data mining, analytical, research and problem-solving skills;
- Priority-setting and ability to react quickly to new demands;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

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

- Experience in setting up an internal audit capability in a big and complex organisation.
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or equivalent.

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

- University and/or Master's degree in Economics, Audit, Finance, or other related fields;
- Good knowledge and/or experience in strategic management and/or public administration;
- Very good sense of organisation, priority-setting and ability to react quickly to new demands;
- Excellent analytical, research and problem-solving skills;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Senior Reporting Officer/ Head of Planning, Evaluation and Reporting Analysis Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> NI 16	<b>Location:</b> Niamey	<b>Availability:</b> 04 Jul 2020
<b>Component/Department/Unit:</b> CoS Department/ Planning, Evaluation and Reporting Analysis Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Senior Reporting Officer/Head of Planning, Evaluation and Reporting Analysis Unit reports to the Chief of Staff (CoS).

### 2. Main Tasks and Responsibilities:

- To manage and coordinate the Planning, Evaluation and Reporting Analysis Unit and give the necessary directions, in line with the implementation of the missions' mandate and its priorities;
- To lead, direct and manage and prioritise the work and staff of the Unit, so as to produce the Mission's strategic and operational planning, reporting and analysis requirements, including, but not limited to, the Six-Monthly Reports, Special Reports, Strategic reports, Strategic Review and OPLAN revision;
- To use the information produced by this Unit to make suggestions and improvements to the CoS, DHoM and HoM on how to better implement the mandate;
- In coordination with the Mission's Operational and Cooperation/Coordination Components, to ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including through benchmarking, analysis and evaluation of outcome;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To ensure and if necessary review the tools and procedures for more effective data collection from all departments;
- To collate and analyse the Mission's Lessons identified and learned;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To submit the different reports to the Line Managers;
- To distribute specific reports in and outside the Mission, as appropriate;
- To support the CoS in maintaining an updated overview of the situation on the field and to share information with the Press and Public Information Officer, the Political Adviser, Senior Mission Security Officer and/or other Mission members, as required;
- To ensure that Mission members provide and receive the requested information;
- To deliver presentations about EUCAP Sahel Niger (e.g. mandate, objectives, activities, etc.), as required.

#### **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' degree; **OR** police or military equivalent education or training or equivalent rank; **AND**
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 3 years at management level.

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

- Report compilation, drafting and editing skills; to mentor and motivate staff;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

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

- Experience in planning and implementing projects;
- Experience in the area of knowledge management, organisational learning or policy development related working experience.

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

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

<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> NI 80	<b>Location:</b> Niamey	<b>Availability:</b> 17 Nov 2020
<b>Component/Department/Unit:</b> Mission Support Department/ Human Resources Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for eligible seconded staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with Line Managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement. To participate as a member of selection panels as required; communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including the Line Managers and the Brussels Support Element;
- To advise and assist staff members concerning human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To conduct timely issuance and proper management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary relocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To maintain updated the personnel databases, as appropriate;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies;
- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance;
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.;
- To undertake any other related tasks, as requested by the Line Manager(s).

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

- To assist in the planning and set up of Mission specific human resources related core functions in the build-up phase of the Mission;
- To assist in Mission's downsizing process.

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- A minimum of 5 years of relevant professional experience, in the field of human resources, after having fulfilled the education requirements.
- The qualifications should be in any of the fields of Social Sciences (e.g. Sociology, Psychology, Human Resources Management, International Relations, Economics, Public administration, etc.) or Business Administration.

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

- People management skills and capacity to deal with different levels of stakeholders;
- Proven experience in Human Resources Management; industrial relations, organisational Management;
- Problem solving skills;
- French language skills: minimum level B1 (Independent User).
- English language skills: minimum level B1 (Independent User).

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

- Training in Human Resources Management (ex. CIPD, SHRM, etc.);
- Training and experience in MS Excel, Access and Visio and building databases with similar software.

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

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



<b>Position Name:</b> Logistics Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> NI 91	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support Department/ Logistics Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Logistics Officer reports to the Chief of Logistics.

### 2. Main Tasks and Responsibilities:

- To help the Chief of Logistics to carry and accomplish the logistics plan for the Mission;
- To carry out the pertaining activities to the Mission logistics plan, support facility management, transportation and fuel supply and asset and services management in a way that effectively and efficiently contributes to the reaching of the overall objective of the Mission;
- To implement the logistics plans, develops and strategies so as to meet expected organisational performance within approved budget and timeframe;
- To advise and propose operational decisions with the purpose of increasing the efficiency of the Mission logistical services;
- To advise in the development of Standard Operating Procedures;
- To monitor the establishment and maintenance of appropriate systems for measuring and follow up of various aspects of the overall logistics, fleet management and facility management;
- To advise in identifying needs of goods and/or services specifically required for its 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;
- To manage lease contracts of all rented premises, objects, etc. (Headquarters and Field Office) and to administer any other general service related contracts;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To register and archive documents in accordance with the Mission Document Management.

### 4. Essential Qualifications and Experience:

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

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

- Knowledge of current technologies for Warehousing and Supply Chain Management;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2).

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

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

<b>Position Name:</b> Armed Protection Operator*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> NI 106	<b>Location:</b> Niamey	<b>Availability:</b> 01 Oct 2020
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Armed Protection Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Armed Protection Operator reports to the Armed Protection Team Leader.

### 2. Main Tasks and Responsibilities:

- To be responsible for operational Armed Protection (A/P) operations;
- Participate in the 24/7 manning of the OPS room in Niamey;
- To contribute to the armed protection security set up of the Mission staff;
- To provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training, under the supervision of the chief of APT;
- To carry out daily administration and operational planning for daily A/P activities;
- To provide comprehensive procedural documents with respect to A/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission A/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Authorised to carry and issued a personal weapon, used for purposes of self-defence.
- To register and archive documents in accordance with the Mission Document Management.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 5 in the European Qualifications Framework **OR** training by Police (Sergeant rank) or Military (OR5 rank); **AND**
- A minimum of 5 years of relevant professional experience in the military, police or security field, after having fulfilled the education requirements;
- Validated license for armoured car or civilian driving license of category C.

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

- Ability to operate a variety of communication systems;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Experience in building effective relationship with African Security forces personnel;
- Trained and certified in close protection techniques (theory and practice);
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Ability to operate a variety of communication systems;
- Ability to perform under stress and in difficult circumstances (hostile situation experience).

<b>Position Name:</b> FO Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> AG 16	<b>Location:</b> Agadez	<b>Availability:</b> 01 Oct 2020
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The FO Mission Security Officer (FO MSO) reports to the Team Leader/Mission Security Officer (TL/MSO) in the Field Office.

### 2. Main Tasks and Responsibilities:

- To implement security requirements for EU-led civilian crisis management operations;
- To assist the TL/MSO in the development of the Mission Security Plan and all supporting security and safety instructions and procedures;
- To assess the security situation and maintains updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are available and usable at short notice;
- To conduct or initiate security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings to new staff with regard to safety and security issues and ensure that all staff is properly prepared for emergencies;
- To 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;
- To 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 establish liaison as directed and co-operate closely with international organisations and national Law Enforcement Agencies or other authorities in the member states and third states that the Mission might operate alongside.
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To travel to high risk areas and conduct security duties;
- To report and assist the TL/MSO on the security level and state of alert for the Mission staff.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** police or military equivalent education or training or equivalent rank ; **AND**
- A minimum of 4 years of relevant and proven full-time professional experience, after having fulfilled the education requirements. The above mentioned equivalent Police/Military education or training must be with special training in field operations, force protection;
- Validated license for armoured car or civilian driving license of category C.

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

- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User);
- Ability to contribute creatively to the development of security policies and procedures;
- Organisational, planning and time-management skills;
- 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.

**6. Desirable Qualifications and Experience:**

- International experience, especially in crisis areas with multi-national and international organisations;
- Successful completion of the EU Mission Security Officer Certification Course;
- International experience of an ESDP/CSDP Mission or of multi-national or international organisations/ Missions;
- Experience in planning and implementing projects.

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

- Interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of the Mission area and potential security threats;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Highly resilient to austere conditions, able to adapt to tough areas.