

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 – Requirements and Job Descriptions

European Union Capacity Building Mission in Somalia (EUCAP SOMALIA) 2-2020 Extraordinary Call for Contributions				
Organisation:	EUCAP SOMALIA			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Title/ Vacancy Notice	Ref.	Name of the Post	Location	Availability*
	<u>Seconded (2)</u>			
	SOM 094	Senior Legal Adviser/Chief of Unit	Mogadishu	ASAP
	SOM 107	Police Adviser (InfoOps)	Mogadishu	ASAP
	<u>Seconded/Contracted (5)</u>			
	SOM 029	Mission Information Security Officer	Mogadishu	ASAP
	SOM 037	Mission Security Officer	Hargeisa	ASAP
	SOM 045	Senior Medical Adviser/Chief of Unit	Mogadishu	01/10/2020
	SOM 048	Nurse	Garowe	ASAP
	SOM 066	Chief of General Support Services Unit	Mogadishu	ASAP
Deadline for Applications:	Thursday 16 July 2020 at 17:00 (Brussels time)			
Applications must be submitted via:	<p>1. For <i>seconded candidates from EU Member States</i>: https://goalkeeper.eeas.europa.eu/registrar/</p> <p>2. For <i>contracted candidates from EU Member States</i>: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p> <p>3. For <i>seconded candidates from Invited/Contributing Third States</i> : Application Form available on the EEAS website</p>			

Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Katrine-Helene-Kragh AAGAARD cpcc.eucaphoa@eeas.europa.eu</p>
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* Due to the COVID-19 crisis, the deployment date is tentative and may be amended/specified at a later stage by the Member State, CPCC or the mission.

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

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

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

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

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

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

I. GENERAL CONDITIONS

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

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

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

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

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

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

II. REQUIREMENTS

II. A. Essential Requirements

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

1. Education and Training

The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF)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 languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

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

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

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

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

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

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

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

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

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

Language – Some proficiency in local language(s).

Driving Licence - Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

Visas – EU Member States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, 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) and/or 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 taking up the 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 RESTRICTED until the issuance of their national security clearance.

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

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

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

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

IV. ADDITIONAL INFORMATION

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

Application Form – For candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by contributing Third States will apply using the Application Form in Annex 3.

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 video call/phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the EU Member State 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 – EU Member 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 Missionwise and SAFE³ modules before deployment.

Pre-Deployment Training (PDT) – The Candidate 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 EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

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

V. JOB DESCRIPTIONS

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

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

Position Name: Senior Legal Adviser/ Chief of Unit	Employment Regime: Seconded	
Ref. number: SOM-094	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Field Office Mogadishu/ Rule of Law Advisory Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To analyse, assess, plan and manage the output of the Rule of Law Advisory Unit;
- To develop a strategy to further the Mission's objectives as outlined in the Mission OPLAN, including a step by step strategy with regard to enhancing the Somali maritime civilian security governance and Somali maritime civilian law enforcement capabilities;
- To advise the Head of Field Office/Deputy Head of Operations regarding identified host state needs and recommended support by the Mission;
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To support host state authorities as directed by the Head of Field Office/Deputy Head of Operations;
- To closely coordinate the Mission's ROL work with other EU and international partners in the ROL field, in coordination with the Mission's Coordination and Cooperation Capability unit;
- To contribute to induction training of Mission Members as required;
- To identify and report on lessons and best practices within the ROL area;
- To undertake any other related task as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities:

- To oversee and manage the Field Office Mogadishu Rule of Law Advisory Unit;
- To provide advice to Heads of Field Offices on Rule of Law matters as needed and act as a resource for Legal Advisers in FOH and FOG with a view to ensure overall Mission coherence and consistency with regard to advice provided to local institutions; To oversee and support at Federal and Regional levels the required reforms of legislative/normative/regulatory frameworks, including legislative drafting needs, legislative and legal policy capacity building and legislative priorities;
- To support and promote enhanced cooperation between judicial institutions and in particular the police – prosecutor cooperation;
- To provide support to the Maritime, Coast Guard and Police Units of Field Office Mogadishu, including assessing legal aspects of operational advice provided.

4. Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which 3 years at the management level, as a practising lawyer.

5. Essential Knowledge, Skills and Abilities:

- Solid leadership and management skills, ability to ensure conformity, consistency and coherence with regard to legal output across the Mission, including experience with teleworking;
- Good presentation skills, oral and written;

- Solid analytic skills, good overview, ability to tailor legal strategic advice to the Somali context matching the Missions mandate and objectives;
- Experience with drafting legal briefs, and/or drafting/comment on draft legislation and/or regulations.

6. Desirable Qualifications and Experience:

- Sound knowledge and practice of the Maritime Law and main Maritime Conventions;
- Experience with legal and institutional reforms and ROL efforts in fragile and volatile political environments including development of frame work legal policy and legislation;

7. Desirable Knowledge, Skills and Abilities:

- Solid computer/IT skills and experience with web-based meetings and management.

Position Name: Police Adviser (InfoOps)	Employment Regime: Seconded	
Ref. Number: SOM-107	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Field Office Mogadishu/Police Advisory Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Police Adviser reports to the Senior Police Adviser/Chief of 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 them;
- To provide analysis and recommendations to the local counterpart(s) 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 gather data 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 the Mission management;
- To liaise closely with other Mission advisers, as appropriate;
- To identify best practices and lessons learned within the field of responsibility;
- To design and deliver training programmes and projects, as appropriate;
- To undertake any other related tasks as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities:

- To provide operational guidance and advice to the Somali Police Force (SPF) and Federal Member States on the development and implementation of broader policing policies and procedures related to police training, criminal investigations, intelligence, and police administrative functions, in particular, but not limited to, the SPF HQ Operations, Communications and/or Information/Intelligence Directorates;
- To promote effective cooperation between the Somali Police bodies, both at federal and member-state (regional) level;
- To promote effective cooperation between the Somali Police Force and judiciary, with the aim of strengthening the first level of the judicial chain;
- To establish efficient working relationships at operational level with all the key stakeholders involved in the development of the Somali policing capacity, including EU Delegation, UNSOM, UNDP, UNODC and AMISOM complementing their activities on broader police development on operational level.

4. Essential Qualifications and Experience:

- Successful completion of a university study 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. a 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;
- Organisational, planning and project development skills;
- Knowledge of designing and delivering training programmes;
- Knowledge of Security Sector/Rule of Law Reform in a national or host state context.

6. Desirable Qualifications and Experience:

- Experience in coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis areas with multinational and/or international organizations.

7. Desirable knowledge, skills and abilities:

- Knowledge and experience in change management and in knowledge management;
- Ability to work in a multicultural environment and maintain a positive mind set.

Position: Mission Information Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level
Ref. number: SOM-029	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Mission 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:

- To liaise with EUTM Information Communications branch;
- To travel to all Mission areas if required.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to 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.

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: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level
Ref. number: SOM-037	Location: Hargeisa	Availability: ASAP
Component/Department/Unit: Mission Security and Duty of Care Department/Security Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To perform MSO duties, as required, in the sub-Field Office in Berbera.
- To liaise and coordinate with the Team Leader of the Armed Protection Operators regarding deployment and duties.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- Authorised to carry an issued personal weapon, used for purposes of self-defence.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Planning, and time-management skills;
- Analytical skills;

6. Desirable Qualifications and Experience:

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);

- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Firearms trained;
- Previous work experience in the region;
- Validated license for armoured vehicle or civilian driving licence class C.

7. Desirable Knowledge, Skills and Abilities:

- 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;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Knowledge of the Mission area and potential security threats;
- Knowledge of CSDP security and duty of care policies;
- Knowledge of the CSDP Field Security Handbook (2017).

Position Name: Senior Medical Adviser/ Chief of Unit	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert Level
Ref. Number: SOM-045	Location: Mogadishu	Availability: 01/10/2020
Component/Department/Unit: Security and Duty of Care Department/Medical Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work of the Medical Unit;
- To assist and advise the HoM and SMSO on all medical/welfare matters;
- To co-ordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To co-ordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To provide medical guidance to all staff members;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or medical evacuation (by ground and/or by air) if staff members are in need of (advanced) medical treatment due to illness or an emergency in close cooperation with the medical practitioner in attendance;
- To co-ordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member as per applicable Contingency Plans and SOPs and in close cooperation with all involved health care providers and the Mission's insurance company;
- To organize the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To co-ordinate and perform Medical Briefings and other medical training as required for all Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on a regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the Area of Operation;
- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date;
- To keep a database on all accidents, incidents and recorded illnesses – and ensure compliance with data protection for sensitive data – in conformity with doctor patient confidentiality;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- Mobility – If required to work from any of the missions operating bases in Somalia, Puntland, Somaliland and Kenya
- To establish a theatre holding policy in concert with the operational, national and medical planning staffs.

- To be a permanent member of the Mission security management team (SECMT).

4. Essential Qualifications and Experience:

- Successful completion of university studies in medicine of at least 3 years attested equivalent to level 6 in the qualification in the National Qualifications Framework or European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree. The qualification should be in Medicine OR Registered Nurse Bachelor's in Nursing with specialisation in emergency medicine or Anaesthesia, Intensive Care or Primary Care; AND
- After having fulfilled the educational requirements, a minimum of 4 years of relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care and a minimum of 2 years of relevant professional experience in the field of medical planning and administrative procedures including experience at management level;
- Provide a "Certificate of Good Standing / Current Professional Status" issued by a competent national authority;
- Experience in assessing medical facilities, including under difficult conditions;
- Experience in drafting SOPs, medical planning documents, decisions notes or similar documents.

5. Essential Knowledge, Skills and Abilities:

- Presentation skills in a wider audience.
- Ability to perform under stress, in hostile environments and difficult circumstances;
- Extensive work experience in emergency medicine;
- Ability to establish and to maintain effective working relationships as a team member;
- Have good organisational and time management skills.

6. Desirable Qualifications and Experience:

- Flight Medical and/or MEDEVAC experience;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS) course;
- Advanced Cardiac Life Support (ACLS) certificate minimum provider level;
- Pre-Hospital Trauma Life Support (PHTLS) certificate or equivalent minimum provider level;
- Advanced Medical Life Support (AMLS) certificate or equivalent minimum provider level;
- Instructor Certificate Basic Life Support/ Cardio Pulmonary Resuscitation (CPR);
- Successful completion of MIMMS (Major Incident Medical Management and Support) training;
- International medical experience, particularly in crisis areas with multi-national and international organisations;
- Experience and training in MEDEVAC/CASEVAC procedures;
- Experience in delivering medical/nursing training in emergency medicine, trauma and health care;
- Experience in planning/major incident medical management and support.

7. Desirable Knowledge, Skills and Abilities: N/A

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

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

- To monitor the epidemiological and overall medical situation in theatre and to promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To keep and maintain a database on all accidents, incidents and recorded illnesses – and ensure compliance with data protection for sensitive data – in conformity with medical staff- patient confidentiality.

4. Essential Qualifications and Experience:

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

5. Desirable Qualifications and Experience:

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

6. Essential Knowledge, Skills and Abilities:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Chief of General Support Services Unit	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert Level
Ref. number: SOM-066	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Mission Support Department/ GSS Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Chief of General Support Services Unit reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work of the Mission General Support Services including Logistics, Vehicle Fleet, Air Service, Building Management, Warehouse and Inventory Management;
- To propose operational decisions to increase the efficiency of the Mission General Support Services;
- To plan, develop and implement General Support Service activities and to meet expected organisational performance regarding support services within approved budget and timeframe;
- To assess and anticipate needs in which General Support Services are involved and plan accordingly;
- To liaise with the other General Services colleagues from organisations operating in Somalia;
- To monitor the establishment and maintenance of appropriate systems for measuring various aspects of asset management;
- To manage and supervise the budget allocated to General Support Services;
- To set goals and priorities for General Support Service staff and in cooperation with the Heads of Field Offices for the Logistics staff in the Field Offices;
- To assist and advise the Head of Mission Support Department with regards to General Support Services;
- 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:

- To be a Project Manager for assigned contracts and administrative arrangements, including Mission lease contracts, and any other general service-related contracts.
- To implement an ERP System and an electronic document management system for the use by General Support Services.
- To operate and advise the General Service Unit staff on electronic document management system 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 equal rank; AND
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which, 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities:

- Leadership skills to lead teams and develop solutions, and to adopt new and emerging technologies to solve business and operational needs;
- Ability to lead a multifunctional team;
- Ability to assess and anticipate needs, plan and delineate strategies for maximising resources;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration, fleet management or other related subjects (logistics, supply chain management), or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Strong relevant Mission experience in similar positions;
- Experience in operating Enterprise Resource Planning (ERP) systems and electronic document management systems;
- Experience with Logistics Management, Fleet Management, Maintenance and Asset Management.

7. Desirable Knowledge, Skills and Abilities:

- Strong knowledge and understanding of budget processes.
- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management;