



**Annex 1 – Requirements and Job Descriptions**

**European Union CSDP Advisory Mission in the Central African Republic (EUAM RCA)  
1-2021 - Call for Contribution**

<b>Organisation:</b>	European Union CSDP Advisory Mission in Central African Republic (EUAM RCA)			
<b>Job Location:</b>	Bangui, Central African Republic			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Seconded</u></b> (5 positions)			
	CA 05	Planning, Evaluation and Reporting Officer	Bangui	01 June 2021
	CA 42	Mission Analytical Capability Analyst	Bangui	ASAP
	CA 61	Strategic Adviser on Interoperability with <i>Eaux et Forêts</i>	Bangui	ASAP
	CA 62	Strategic Adviser on Interoperability with Customs	Bangui	ASAP
	CA 63	Environmental Advisor	Bangui	ASAP
	<b><u>Seconded/Contracted</u></b> (7 positions)			
	CA 03*	Legal Adviser	Bangui	ASAP
	CA 46	Verification Officer	Bangui	ASAP
	CA 11	Head of Mission Support	Bangui	ASAP
	CA 55	Head of Finance	Bangui	ASAP
	CA 32 CA 33	Nurse (2 posts)	Bangui	01 July 2021
	CA 48	Logistics Assistant	Bangui	ASAP

\*The availability of this position is pending.

<b>Deadline for applications:</b>	<b>16 March 2021 at 17:00 CET (Brussels time)</b>
<b>E-mail address to send the Job Application Form:</b>	<p>1. For seconded candidates from EU Member States: <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></p> <p>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></p>
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Mr Andre KONZE</b> <a href="mailto:Andre.Konze@eeas.europa.eu">Andre.Konze@eeas.europa.eu</a> +32 460 84 38 48</p>

EUAM CAR bears a Non-Family Mission status due to the present risk rating of the Mission area, which includes high risks in term of health, notably Malaria and Covid-19. As such, international seconded and contracted Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

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

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

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

**Tour of Duty/Contract Period** – The initial duration of the deployment will be 12 months.

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

## **I. GENERAL CONDITIONS**

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

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

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

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

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. To ensure duty of care in the CSDP Mission, 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 candidates must 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 all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission. French basic knowledge is required, and the Mission will provide compulsory intensive language courses.

**Communication and Interpersonal Skills and Cultural sensitivity** – The candidates must have a proven record of excellent interpersonal and communication skills, both written and oral as well as cultural sensitiveness.

**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.

**Knowledge and Experience of SSR** - The candidates should be acquainted with Security Sector Reform concepts and practices as well as challenges posed in less developed countries.

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

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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 B driving licence.

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

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

**Visas** – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission. On the basis of a SOMA to the benefit of the Mission, the Mission can assist by issuing a travel order which makes the visa requirement obsolete.

**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, in a timely manner and NLT 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, a copy of the certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to LIMITE/LIMITED until the issuance of their national security clearance.

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

**Medical Certificate** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

**Personal Protection Equipment** – It is recommended that national authorities provide seconded selected candidates with protection equipment and armament as described in Annex 2 of this CfC.

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

### **IV. ADDITIONAL INFORMATION**

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

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

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

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

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

**E-Training** – The selected candidates should complete E-MISIONWISE + E-SAFE<sup>3</sup> modules.

**Pre-Deployment Training (PDT)** – The selected candidates will have to undergo Pre-Deployment Training in accordance with the CSDP agreed Training Policy. For High threat environments, Hostile Environment Awareness Training (HEAT) qualification (within the last 3 years) is compulsory.

**Personal 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. The [privacy statement on Meetings and Events](#) is available on the EEAS website.

## **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).

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

## SECONDED POSITIONS

<b>Position Name:</b> Planning, Evaluation and Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 05	<b>Location:</b> Bangui, CAR	<b>Availability:</b> 01 June 2021
<b>Component/Department/Unit:</b> Mission HQ/CoS	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Planning, Evaluation and Reporting Officer reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with all mission departments, notably the Operations Department;
- To report and to evaluate the Mission's achievements internally as well as externally;
- To contribute to the mission's regular, special and incident reports
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the progress and impact of the Mission's activities;
- To support and contribute to the collection of the Mission's Lessons Learned observations;
- To prepare and give presentations;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. General Tasks and Responsibilities

- To maintain a work flow for the MIP

### 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 4 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements;
- Previous relevant professional experience in Africa

### 5. Essential Knowledge, Skills and Abilities

- Excellent Analytical skills;
- Excellent drafting skills;
- Knowledge and experience in benchmarking
- Time management and ability to prioritise multiple tasks;
- Self-motivation to work without close supervision;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

### 6. Desirable Qualifications and Experience:

- University and/or Master's Degree in business administration/project management or other related topics

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

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Strategic and creative thinking;

- Ability to multi-task with a time management efficiency;
- Proven organizational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;

<b>Position Name:</b> Mission Analytical Capability (MAC) Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 42	<b>Location:</b> Bangui, CAR	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Mission HQ/CoS	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To support the Missions' situational awareness in accordance with the agreed MAC concept;
- To establish where required and as directed by the HOM liaison arrangements with relevant counterparts;
- To contribute to the regular Mission reports;
- To disseminate MAC products internally and/or externally as directed by the HoM and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To act upon the HoM's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility..

### 3. General Tasks and Responsibilities

- To help if so directed with analysis related to disinformation.
- To identify the specific dynamics and actors contributing to CAR security sector reform processes

### 4. Essential Qualifications and Experience

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

### 5. Essential Knowledge, Skills and Abilities

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

### 6. Desirable Qualifications and Experience

- Experience in the use of analytical IT packages and processes;



- Successful completion of OSINT courses
- International experience in crisis areas and/or in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Previous relevant professional experience in Africa

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

- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Knowledge of the regional context

<b>Position Name:</b> Strategic Adviser on Interoperability with <i>Eaux et Forêts</i>	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 61	<b>Location:</b> Bangui/CAR	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Operations Department	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Strategic Adviser on Interoperability with *Eaux et Forêts* reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To operationalise Mission mandate and tasks as set out in the planning documents by advising and accompanying *Eaux et Forêts* actors at a strategic level, in a structured manner and promoting local ownership;
- To support the Mission's efforts in identifying areas of weaknesses in terms of interoperability with their ISF counterparts;
- To provide analysis and recommendations for addressing these to *Eaux et Forêts* counterparts;
- To ensure timely reporting on interoperability activities between both stakeholders as per planning documents, particularly the progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant *Eaux et Forêts* counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To liaise closely with other Advisers as appropriate;
- To support human rights and gender mainstreaming within the field of responsibility;
- To identify and report on best practice and lessons learned within the field of *Eaux et Forêts*;
- To undertake any other related task as requested by the Line Manager(s).

### 3. General Tasks and Responsibilities

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

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European

Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, including experience in/sound knowledge of environment and preservation of natural resources, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;

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

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- Experience in working with civilian security institutions at strategic level;
- Experience in working in an international crisis management environment;
- Experience in/sound knowledge of environment/preservation of natural resources aspects, particularly in a post-conflict environment/SSR process.
- Experience in environment/preservation of natural resources reform either domestically or internationally;  
Previous relevant professional experience in Africa.

#### **7. Desirable knowledge, skills and abilities**

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;

<b>Position Name:</b> Strategic Adviser on Interoperability with Customs	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 62	<b>Location:</b> Bangui/ CAR	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Strategic Adviser on interoperability with Customs 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) by advising the CAR Customs administration at a strategic level, in a structured manner and promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for addressing these;
- To provide analysis and recommendations to 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 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 support human rights and gender mainstreaming within the field of responsibility;
- To identify best practice and lessons learned within the field of responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. General Tasks and Responsibilities

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

- To advise and assist the CAR customs administration authorities on policy, planning and strategy development to support the civilian SSR agenda and SSR Strategy adapted to the CAR context;
- To advise the customs administration relevant authorities on establishing close cooperation and coordination with the Internal Security Forces (the "Police Centrafricaine" and the "Gendarmerie Nationale") on border and customs related matters, particularly on coordinated and integrated border management;
- To provide advice to senior customs administration counterparts on border and customs related matters, which contributes to the interoperability of the security sector actors pursuant to the objective of sustainable synchronised deployment of CAR law enforcement authorities at territorial level;
- To provide advice and guidance on concepts and doctrine on border and customs related matters according to World Customs Administration and international standards, in a framework of a closer cooperation with the internal security forces
- To strengthen the daily relationship between the customs administration actors and the internal security forces as well as other components of the justice sector.

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

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

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

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

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

- Experience in working with civilian security institutions at strategic level;
- Experience in working in an international crisis management environment;
- Experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process.
- Experience in customs reform either domestically or internationally.
- Previous relevant professional experience in Africa.

#### **7. Desirable knowledge, skills and abilities**

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;

<b>Position Name:</b> Environmental Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> CA 63	<b>Location:</b> Bangui/CAR	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission HQ/CoS	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Environmental Advisor reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities

- To act as the Mission focal point for environmental and climate issues;
- To advise on and assist in the operationalisation of the integration of a climate and environment perspectives and mainstreaming issues within the Mission;
- To provide ad hoc advice on technical and managerial solutions to improve the Mission's own environmental performance;
- To raise awareness and provide trainings/seminars on environmental and climate issues to mission staffs
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for environment and climate including deliverables on the "EU Green Deal" and the "EU Climate Law";
- To assess the environmental situation in the host state, analyse requirements and opportunities to engage with local stakeholders;
- To advise local authorities in coordination with the Mission's operational components and in line with the mission implementation plan on i) awareness of climate and environmental issues and ii) the operationalisation of mitigation and adaptation measures;
- To pursue analysis on the nexus of security, climate and environmental situation in the host state and potential implications on the mission mandate;
- To advise on the development and content of strategic communications with regards to climate and environmental dimensions;
- To liaise with the local and international entities involved in the promotion of environmental sustainability considerations;
- To contribute to Mission's reporting within the areas of competence;
- To contribute to the identification and reports on lessons identified/learned and best practices within the area of competence;
- To perform any other related task as requested by the Line Manager(s).

### 3. General Tasks and Responsibilities

- To support the development of a systematic climate and environment analysis capacity of all aspects of the implementation of the Mission's mandate, including policy development, mission footprint, environmental health issues on staff exposure, mandate execution, staffing, data collection, monitoring and reporting;
- To support the induction training of Mission's staff members as required on climate and environmental aspects of the mission mandate, implementation, outreach effect and footprint;
- To work proactively ensuring that the mission leadership and key staff are up to date with aspects on sustainability, environmental considerations and climate smart approaches relevant to the mission;
- To liaise with the 'Eaux et Forêts' Department in view of opportunities provided to prevent and counter environmental crimes and related capacity building as part of the achievement of the mission's objectives

### 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 in relevant field of environmental health, environmental science, Natural Resources Management, sustainability approaches; AND

- A minimum of 5 years of relevant professional experience in environmental protection, climate footprint analysis, green engineering, Environmental Management Systems, Environmental Assessments etc.
- Articulated competence on content and implications of the Sustainable Development Goals;
- Post graduate work exposure to humanitarian and/or development and/or conflict/post-conflict environments/ SSR process;
- Proven abilities to pedagogically provide constructive and applicable advice based on sustainable environmental approaches and climate smart solutions;

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

- Analytical skills and ability to conduct environmental assessments/analyses;
- Proactive approach in developing strategies to accomplish objectives;
- Pedagogical/training skills;
- Problem solving skills;
- Acquaintance with the Sustainable Development Goals and The Paris Agreement and their applications;
- Technical knowledge on environmental and climate mitigation/adaptation is an essential asset;
- French Language skills: minimum B1
- English language skills: minimum B1

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

- Experience in working with civilian security institutions at strategic level;
- Experience in working in an international crisis management environment;
- International experience in crisis areas and/or in fragile and conflict affected state, bilaterally or with multi-national and international organisations.
- Experience in project management;
- Previous relevant professional experience in Africa.

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

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Negotiations skills;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency
- Organisational, planning and drafting skills;
- Budgetary functioning;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;

## SECONDED/CONTRACTED POSITIONS

<b>Position Name:</b> Legal Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. number:</b> CA 03	<b>Location:</b> Bangui/CAR	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission HQ/CoS	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Legal Adviser reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities

- To provide advanced legal expertise and advice on legal issues pertaining to the Mission and its legal framework, status and mandate;
- To draft legal guidelines for the Mission in accordance with line management instructions;
- To exercise oversight in all legal aspects in the Mission, including but not limited to operational issues, contracts relating to any legal or financial issues, contracts of employment, and other administrative legal issues;
- To liaise with international and local stakeholders in legal issues;
- To draft assessments and recommendations for the line management in relation to internal disciplinary and administrative proceedings;
- To plan and carry out trainings related to general legal issues;
- To provide advice on host country regulatory and other instruments, mechanisms and arrangements;
- To undertake any other related tasks requested by the Line Manager(s).

### 3. General Tasks and Responsibilities

N/A

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification must be in law; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities

- Understanding of and experience with public international law, European law, labour law;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

### 6. Desirable Qualifications and Experience

- Previous experience in working on both private and public sectors;
- Experience as a practicing lawyer;
- Previous experience in international litigation;

### 7. Desirable Knowledge, Skills and Abilities

- Knowledge of the jurisprudence in the host country;
- Knowledge of the African working context.



<b>Position Name:</b> Verification Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> CA 46	<b>Location:</b> Bangui, CAR	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Head of Mission Office	<b>Security Clearance Level:</b> EU confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To perform, in coordination with the Finance Unit and other Units of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- ;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. General Tasks and Responsibilities

N/A

### 4. Essential Qualifications and Experience

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

### 5. Essential Knowledge, Skills and Abilities

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

### 6. Desirable Qualifications and Experience

- Degree or certification in economics, business administration, project management, accounting or other related field;
- Previous relevant professional experience in Africa.

### 7. Desirable Knowledge, Skills and Abilities

- ;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- ;

- Solution-oriented and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;

<b>Position Name:</b> Head of Finance	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> CA 55	<b>Location:</b> Bangui, CAR	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- Lead, direct and manage the Finance Unit;
- Ensure the sound and effective financial management of the CSDP Mission and the development of the internal policies and procedures for finance;
- Manage the accounts, payments, treasury, payroll, financial system, claims and other financial functions;
- Approve financial obligations, payments and disbursements;
- Ensure the integrity, accuracy and timely submission of internal and external financing reporting;
- Limit financial risk by taking action and evaluate the banking and national financial infrastructure, the physical/electronic security of funds and internal controls;
- Liaise and cooperate on financial issues with the EU supervising authorities and all other relevant actors;
- Ensure the presence of external audits and implement audit recommendations;
- Liaise with CPCC and FPI for coming mandates budget preparation and facilitate the internal budget process in the mission;
- Identify the needs of goods and/or services required for improving the efficiency of the unit and define them technically for procurement;
- Identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- Undertake any other related tasks as required by the Line Manager(s).

### 3. General Tasks and Responsibilities

N/A

### 4. Essential Qualifications and Experience

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

### 5. Essential Knowledge, Skills and Abilities

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

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

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

- Degree or certificate/training in Economics/Business Administration/Finance/Banking/Accounting or other related fields;
- ;
- Previous relevant professional experience in Africa.

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

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;

<b>Position Name:</b> Head of Mission Support	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> CA 11	<b>Location:</b> Bangui, CAR	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission HQ/CoS – Mission Support	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of Mission Support Department reports to the Chief of Staff (CoS).

### 2. Main Tasks and Responsibilities

- To assist and advise the HoM on all administrative and general support issues;
- To lead, direct and manage the Mission Support Department (comprising Human Resources, Procurement, Finance, Logistics, Logistics, and Communication Information Systems);
- To ensure that all Mission Support units and operational units work in a coordinated and cohesive manner to support the mission mandate and implementation plan and tasks as directed by HoM;
- To advise the HoM in his capacity as responsible for the implementation of the budget in accordance with relevant rules and regulations;
- To be responsible for the effective control of resources allocated to the Mission and all necessary functions related to efficient expenditure;
- To supervise the efficient monitoring and review of international and local employment contracts, and enable timely recruitment to cover absence and job vacancies, utilising established advertising procedures;
- To monitor and direct day-to-day administrative operations of the Mission, as well as prepare all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To coordinate on strategic and operative Mission Support matters with internal, external and relevant EU functions;
- To coordinate the functioning of the Mission Support Management Information System;
- To follow internal and external developments relating to the Mission goals and fully brief the Head of Mission on their administrative implications;
- To be responsible for the efficient monitoring and review of contracts relating to the acquisitions and maintenance/service contracts;
- 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. General Tasks and Responsibilities

- N/A

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at management level.

### 5. Essential Knowledge, Skills and Abilities

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Team management skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to plan and implement projects
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- Knowledge of and/or working experience in EU financial procurement rules;
- Degree or certification in Business Administration, Management, Project Management .
- Previous experience in EU CSDP Missions or/and previous experience in a similar

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

- 
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

<b>Position Name:</b> Nurse	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level
<b>Ref. number:</b> CA-32, CA33	<b>Location:</b> Bangui, CAR	<b>Availability:</b> 01 July 2021
<b>Department/Division/Section:</b> Security and Duty of Care Department/Medical Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Nurse reports to the Medical Adviser.

### 2. Main Tasks and Responsibilities:

- To assist, support and provide guidance to the MA 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 sick leaves – both in and out of theatre;
- To prepare and perform medical briefings and training for all new and existing staff members as required by the MA;
- To liaise with other relevant health care providers in mission area,
- In close cooperation with the MA, 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;
- In support of the MA, 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 mission's insurance company;
- To take on responsibility for 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 Medical Unit pharmacy, ordering and procurement of medication, services and other supplies and to respond to medical incidents and emergencies on a 24/7 basis
- To ensure that the contents of Basic Life Support and Trauma Kits are present and up-to-date, manage and keep up to date other medical equipment and assets as instructed by the MA
- 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.
- To monitor the epidemiological and overall medical situation in theatre, promote preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- Mobility - To work from any of the future missions operating bases in mission area
- To undertake any other task as requested by the MA as Line Manager.

### 3. General Tasks and Responsibilities:

N/A

### 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;

- A minimum of three (3) years of relevant professional experience, including hands-on experience in an A&E department, primary care, pre-hospital or intensive / anaesthesia care or equivalent after having fulfilled the educational requirements;
- The candidate must be able to provide a "Certificate of good standing" issued by a competent National Authority.

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

- Experience in emergency medicine;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- Experience in delivering training in emergency medicine, trauma and health care.
- Basic knowledge in French (written and verbal);

**6. Desirable Qualifications and Experience:**

- Ability to perform under stress, in hostile environments and difficult circumstances;
- 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.
- Experience with specialisation in Emergency Medicine, Primary Care, Intensive Care or Anaesthesia;
- 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;
- Instructor Diploma in Cardio Pulmonary Resuscitation (CPR) support;

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

- Knowledge of the Mission area of operation.



<b>Position Name:</b> Logistics Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Assistant Level (MSAL)
<b>Ref. Number:</b> CA 48	<b>Location:</b> Bangui, CAR	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Mission Support Department/Logistics Unit	<b>Security Clearance Level:</b> No PSC	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Logistics Assistant reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities:

- To deal with all aspects of logistical and supply needs such as the acquisition, distribution and allocation of all logistical resources, including the provision of supply chain management solutions and transportation services, and the coordination and management of all aspects related to customs clearance procedures;
- To monitor available supplies, materials and products in order to ensure that staff members have access to the items they need;
- To collect and keep updated the inventory of assets and manage on a daily basis the records of quantity, type, and value of material, equipment, merchandise, or supplies stocked;
- To prepare reports, such as inventory balance, price lists, and shortages;
- To prepare a list of depleted items and recommend a survey of defective or unusable items;
- To forecast future stock needs;
- To assist the Logistics Officers in prioritizing and coordinating the logistical activities in his area of competence;
- To collect, file, forward and draft technical reports and implement operating instructions, guidelines and procedures regarding the provision of assets and supplies;
- To assist the Logistics Officer in the overall management of vehicles, facility management and maintenance within the Mission;
- To handle bar-coding equipment and barcoding databases;
- To undertake any other related task as requested by the Line Manager(s).

### 3. General Tasks and Responsibilities:

- To assist to plan, analyse, design, programme and implement all aspects of building management needs of the Mission, in cooperation and coordination with relevant members of the team;
- To carry out regular checks of the buildings and compound ensuring facilities are in an adequate state of repair (e.g. ensure generator facilities are in functional order condition);
- To assists in developing contracts for support services including the preparation of Statements of Work, technical evaluations, requisitioning, contract quality control and quality assurance, accounting and invoicing verification;
- Has the responsibility for the implementation of Cleaning Services within the premises including waste service;
- To investigate equipment failures and difficulties to diagnose faulty operation, and to make recommendations to maintenance crew;
- To oversee installation, operation, maintenance, and repair to ensure that facilities, machines and equipment are installed and functioning according to specifications;

- To ensure effective management of the transport system within the area of responsibility, including liaising with the car rental agencies, monitoring the fleet (fuel accountability, damages to the vehicles, road accidents and insurance cover);
- To conduct accident damage assessments, processes vehicle accident reports;
- To draft reports and makes recommendations as necessary on various transport matters within the area of competence;
- To schedule services/repairs and ensures tracking of reimbursements of repairs after accidents;

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

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education and/or a professional technical/mechanical trade and/or technical engineering, such as a qualified technical trades person with a minimum education at a vocational/technical trade school/College and attested by a trades diploma; AND
- A minimum of 3 years of professional experience either in civilian or military environments in the field of Transport, Logistics, Warehouse, Supply Chain Management or other related fields, after having fulfilled the education requirements.

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

- Proven ability to write and present in English or French in a clear and concise manner, including ability to prepare reports;
- Proficiency in the use of maintenance related software and data entry processes; knowledge of logistics databases and procedures;
- Knowledge of using electronic Fleet Management, inclusive tracking software;
- Demonstrated skills and ability to coordinate the work of others, work with tight deadlines and handle multiple concurrent projects and activities;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- Advanced technical experience with a broad range of maintenance requirements for transport, facility and camp management related aspects;
- Training in logistics/asset management/logistic and transport management or any other related courses.

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

- Logical analytical approach to solving problems using sound judgment and decision-making methodologies;
- Decision making ability;
- Knowledge of inventory systems and technical trade, such as electrician, plumber, diesel fitter etc. would be an asset.