



Annex 1 – Requirements and Job Descriptions

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

Organisation:	European Union Advisory Mission in the Central African Republic (EUAM RCA)			
Job Location:	Bangui, Central African Republic			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Availability
	<u>Seconded</u> (3 positions)			
	CA 05 CA56	Planification, Evaluation and Reporting (PER) Officer (2 positions)	Bangui	ASAP
	CA 08	Senior Strategic Adviser on Organisational Consolidation (MISP)	Bangui	ASAP
	<u>Seconded/Contracted</u> (1 position)			
	CA 62	Strategic Adviser on Interoperability with Customs	Bangui	ASAP

Deadline for applications:	19 September 2021 at 17:00 CEST (Brussels time)
E-mail address to send the Job Application Form:	<p>1. For seconded candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/</p> <p>2. For contracted candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p>
Information:	<p align="center">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr Andre KONZE Andre.Konze@eeas.europa.eu +32 460 84 38 48</p>

EUAM RCA bears a Non-Family Mission status due to the present risk rating of the Mission area, which includes high risks in terms 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 invited and contributing 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 RCA, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

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

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

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

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission 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)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

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

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working language of the Mission (French). 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 (B1) is nonetheless required, for which to achieve 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 ideally have attended a Civilian Crisis Management Course or equivalent.

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 concluded between the Mission and the Central African Republic, the Mission can assist by issuing a travel order which makes the visa requirement obsolete.

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

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

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 the COVID-19 crisis. 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 and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with the 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.

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 conference 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-SAFE³ modules.

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

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. Induction training will be organised by the Mission upon arrival.

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).

SECONDED POSITIONS

Position Name: Planification, Evaluation and Reporting (PER) Officer	Employment Regime: Seconded	
Ref. Number: CA 05, CA 56	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit COS Department	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line

The Planification, Evaluation and Reporting (PER) 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 prepare and give presentations;
- To contribute to operational planning.

3. General Tasks and Responsibilities

- To contribute to Mission reporting in the area of competence;
- To support and contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

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
- After having fulfilled the education requirements, at least 4 years of relevant professional experience, e.g. in operational planning and evaluation/project management.

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;

6. Desirable Qualifications and Experience

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

Position Name: Senior Strategic Adviser on Operational Consolidation (MISP)	Employment Regime: Seconded	
Ref. Number: CA 08	Location: Bangui/CAR	Availability: ASAP
Component/Department/Unit Operations Department	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Strategic Adviser on Operational Consolidation to the MISP (Ministère de l'Interieur et de la Sécurité Publique) reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents by advising and accompanying local counterpart(s) at a strategic level, in a structured manner and promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for addressing these;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, particularly the progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To liaise closely with other Advisers as appropriate;
- To deputise for the management of the department during the absences of the Head of Operations;
- To help define and update the baseline and benchmarks/input to the MIP (Mission Implementation Plan);

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

- To identify with the CAR Ministry of Interior and the Internal Security Forces at the strategic level specific weaknesses related to their respective structures;
- To contribute to the drafting and updating of key conceptual, planning and reporting documents of the mission (e.g. Operational plan OPLAN, Mission Implementation Plan MIP).
- To advise and assist the CAR Ministry of Interior and the Internal Security Forces at the strategic level on planning strategies which encourage the institutional and organisational consolidation of the Internal Security Forces;
- To provide advice to senior CAR counterparts in order to contribute to capacity development and efficient organisation and structuration, both at central and territorial levels;
- To provide advice and guidance on concepts and doctrine in a framework of a restructuring and reform process in coherence and close cooperation with other national, regional et international actors involved in security strategies issues and in the reforms (notably the EU Delegation, the EU Training Mission EUTM and MINUSCA);

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;
- To support and contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

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. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, 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:

- Ability to mentor and motivate local counterparts;
- Knowledge of and practical understanding of legal reform processes including the development of legal policy and legislation;

6. Desirable Qualifications and Experience:

- Experience as Senior Law Enforcement Officer, preferably at HQ level;
- Strong professional experience and knowledge of law enforcement organisation and structure at strategic level;
- Experience in developing strategies and policies at strategic and/or ministerial level;
- International experience in crisis areas and/or in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in project management;
- Strong professional experience in interacting with civilian security institutions and actors at strategic level;
- Experience in/sound knowledge of environment/preservation of natural resources aspects, particularly in a post-conflict environment/SSR process;

7. Desirable knowledge, skills and abilities:

- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- 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;

SECONDED/CONTRACTED POSITIONS

Position Name: Strategic Adviser on Interoperability with Customs	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: CA 62	Location: Bangui/CAR	Availability: ASAP
Department/Component/Unit: Operations Department	Security Clearance Level: EU Confidential	Open to Contributing Third States: 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;

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 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.

3. General Tasks and Responsibilities

- To contribute to Mission reporting in the area of competence;
- To support and contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

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:

- Ability to mentor and motivate local counterparts;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation skills;

6. Desirable Qualifications and Experience:

- 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;
- Strong professional experience in interacting with civilian security institutions and actors at strategic level;
- International experience in crisis areas and/or in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- 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.

7. Desirable knowledge, skills and abilities:

- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- 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;