



**Annex 1 - Requirements and Job Descriptions**

<p><b>European Union CSDP Mission in Niger (EUCAP Sahel Niger)</b></p> <p><b>1-2022 Call for Contributions for Visiting Experts</b></p>				
<b>Organisation:</b>	EUCAP Sahel Niger			
<b>Job Location:</b>	Niamey, Niger			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (2 posts)</u></b>			
	VENI 38	Cybercrime Expert	Niamey	09 May to 27 May 2022
	VENI 39	Supply Manager Trainer	Niamey	11 May to 04 Jun 2022
<b>Deadline for application:</b>	<b>Wednesday, 23 February 2022 at 17:00 hours (Brussels time)</b>			
<b>Applications must be submitted via:</b>	<p><b>Seconded candidates by EU Member States:</b></p> <p><b>a) You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>b) You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>			

<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Mr Aurel HARITON</b> <a href="mailto:EEAS-CPCC-EUCAP-Niger@eeas.europa.eu">EEAS-CPCC-EUCAP-Niger@eeas.europa.eu</a></p>
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**EUCAP Sahel Niger** bears a High-Risk Non-Family Mission status due to the present risk rating of the Mission area as high. As such, international seconded and contracted Mission members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered.

The Mission shall cover the Visiting Experts (VE) travel costs to and from the place of deployment and for any duty travel while on deployment.

EU Member States and EU Agencies will bear all personnel-related costs for seconded VE, e.g. salaries and medical coverage (with the exception of the High-Risk insurance), and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Due to the non-permanent nature of VE assignments to Missions, specific provisions may apply with regard to their status, entitlements (e.g. leave days), rights and obligations and security.

**Tour of Duty** – The duration of the deployment is indicated in the respective job description, respectively for an initial 3 months with a possible extension for another 3 months, according to the planned schedule. The work engagement can be carried out flexibly in line with schedule/duration of the project, including remote work.

The Civilian Operations Commander requests that EU Member States propose candidates for the following Visiting Expert positions for EUCAP Sahel Niger, according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

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

**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 result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload.

They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

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

*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 Mission for all Job Descriptions:**

#### **1. 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. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded candidates shall be able to serve the full period of secondment before reaching the normal age of retirement in the EU Member State of residence.

#### **2. Education and Training**

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

#### **3. 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).

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

#### **4. 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. The Mission provides intensive language training and where appropriate, specialist language training, for newly recruited Mission staff members.

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

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

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

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

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

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

#### **II.B Desirable Requirements**

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

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

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

**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.

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

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

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

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. The 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 Area of Operation of the Mission. Yellow fever vaccination is compulsory to be admitted into 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, Mission will take 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. 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).

The Head of Mission reserves the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in the civilian CSDP Mission.

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

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

#### **IV. ADDITIONAL INFORMATION**

**Gender balance** - The EU strives for improved gender balance in CSDP Mission operations in compliance with UNSCR 1325. The CPCC encourages the Contributing 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.

**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/phone before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs.

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 will be informed about the outcome of the selection process after its completion.

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

**Training** – The selected candidates should complete the following modules: Missionwise, SAFE and Code of Conduct<sup>3</sup>.

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

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

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

## SECONDED POSITIONS (2)

<b>Position Name:</b> Digital forensics investigator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> VENI 38	<b>Location:</b> Niamey	<b>Availability:</b> 09 May to 27 May 2022
<b>Component/Department/Unit:</b> Operations Department/ Training Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

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

The digital forensic investigator reports to the Head of training Unit.

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

- To prepare and conduct specialized digital forensic training for the Nigerien security forces, according to local specificities;
- To prepare all teaching materials for the PowerPoint courses;
- Training should cover:
  - Use of forensic software to identify, collect, preserve and analyze electronic data from laptops, desktops, servers, backup media, mobile devices;
  - Image and video processing and enhancing;
  - Techniques used in computer forensics investigations;
  - Examination of computer media using the integrated computer forensics software “X-Ways Forensics”;
  - Production of detailed scientific report.
- To evaluate training on the specific area of competencies;
- To provide advice in his technical area of expertise on future digital training needed or/and additional software forensic tools suited for the Niamey forensic laboratory.

### **3. General Tasks and Responsibilities:**

- To contribute to Mission reporting in the area of responsibility;
- To contribute to the identification of lessons learned and best practices 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 in cybercrime/forensic police units, after having fulfilled the education requirements.

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

- Advanced user of Police database management;
- Knowledge of different cybercrime related activities;
- In-depth knowledge of technology, including mobile operating systems, networks, and hardware;
- Knowledge of different types of software and forensic tools (Xry-Xways-Amped-Gimp);
- Interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Organizational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Certification in Xry/Ufed, Xways, Amped or related programs;
- Experience in the field of training and/or technical advice;
- Experience in Law; criminal procedure, search warrant, expertise and reporting.
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous experience in Africa.

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

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



<b>Position Name:</b> Supply Manager Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> VENI 39	<b>Location:</b> Niamey	<b>Availability:</b> 11 May to 04 Jun 2022
<b>Component/Department/Unit:</b> Operations Department/ Interoperability Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Supply Manager Trainer reports to the Logistic Advisers and to the Head of Interoperability Unit.

### 2. Main Tasks and Responsibilities:

- To define the educational progression of a two-week training course (more than 50% practice);
- To conduct training on the specific related area of competencies;
- To prepare all teaching materials for the PowerPoint courses;
- To adapt training according to local specificities;
- To train storekeepers to:
  - Train students in the implementation of a simple spare parts management board;
  - Carry out checks and censuses;
  - Organize and supervise the processing of orders;
  - Supervise retrocession;
  - Prepare shipments of spare parts;
  - Store materials and spare parts;
  - Recognize and verify spare parts;
  - Develop the lists of spare parts held according to consumption and equipment in service;
- To evaluate training on the specific area of competencies;
- To propose a training plan on several years in order to perform the level in these competencies at the end of this Mission.

### 3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of responsibility;
- To contribute to the identification of lessons learned and best practices 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. The qualification should be obtained in supply management **AND**
- A minimum of 10 years of relevant professional experience in supply management with at least 5 years of experience at management level, after having fulfilled the education requirements,;

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

- Interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- A good facilitator and moderator and a teamwork capability;
- Organizational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment;
- Professional experience in training (minimum 2 years);
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in Africa in training and/or supply management.

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

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