

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1 – Requirements and Job Descriptions

European Union Capacity Building Mission in Somalia (EUCAP SOMALIA) 2-2023 Call for Contributions				
<b>Organisation:</b>	EUCAP SOMALIA			
<b>Job Location:</b>	As indicated below			
<b>Availability:</b>	As indicated below			
<b>Employment Regime:</b>	As indicated below			
<b>Job Title/ Vacancy Notice</b>	<b>Ref.</b>	<b>Name of the Post</b>	<b>Location</b>	<b>Availability</b>
	<b><u>Seconded (16)</u></b>			
	SOM-9005	Executive Officer to DHoM/CoS	Mogadishu	ASAP
	SOM-9009	Mission Analytical Capability (MAC)	Mogadishu	ASAP
	SOM-9013	Human Rights Adviser	Mogadishu	07/07/2023
	SOM-9026	Planning and Evaluation Officer	Mogadishu	ASAP
	SOM-9027	Senior Reporting Officer	Mogadishu	ASAP
	SOM-9034	Senior Press and Public Information Officer (CRC)	Mogadishu	ASAP
	SOM-9122	Maritime Adviser	Mogadishu	ASAP
	SOM-9123	Maritime Adviser	Mogadishu	ASAP
	SOM-9127	Senior Police Adviser/Head of Police Unit	Mogadishu	ASAP
	SOM-9128	Senior Police Adviser	Mogadishu	08/09/2023
	SOM-9138	Head of Field Office Somaliland	Somaliland	ASAP
	SOM-9139	Strategic Maritime Adviser / Head of Maritime Security Unit	Somaliland	16/09/2023
	SOM-9156	Strategic Maritime Adviser / Head of Unit (CRC)	Puntland	ASAP
	SOM-9159	Senior Maritime Adviser	Puntland	ASAP
SOM-9161	Maritime Adviser	Puntland	ASAP	

	SOM-9162	Senior Police Adviser	Puntland	04/09/2023
	<b>Seconded/Contracted (7)</b>			
	SOM-9007	Financial Verification Officer	Mogadishu	ASAP
	SOM-9037	Deputy Head MSD	Mogadishu	ASAP
	SOM-9043	Head of Procurement Section	Mogadishu	ASAP
	SOM-9044	Procurement Officer	Mogadishu	ASAP
	SOM-9046			
	SOM-9054	Transport Officer	Mogadishu	01/07/2023
	SOM-9088	Armed Protection Operator	Somaliland	ASAP
<b>Deadline for Applications:</b>	<b>Monday 19 June 2023 at 17:00 (Brussels time)</b>			
<b>Applications must be submitted via:</b>	<p>1. <b>You have the nationality of an EU Member State:</b> You must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login:  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) You do not have a Goalkeeper account or an EU Login:  <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>2. <b>You do not have the nationality of an EU Member State:</b> <u>only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</u></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):</p> <p><b>Mr. Tapio Rasanen</b>  <a href="mailto:cpcc.eucaphoa@eeas.europa.eu">cpcc.eucaphoa@eeas.europa.eu</a></p>			

EUCAP Somalia bears a High-Risk Non-Family Mission status. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission. Mission Members will contribute towards the overall cost of the accommodation.

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

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

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

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

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

## **I. GENERAL CONDITIONS**

**Citizenship** – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

**Integrity** – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected 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** – 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** – 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.

*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. Physical and Mental Health** – 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 recruitment/deployment to prove that they comply with the requirement.

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 States/country of residence.

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

Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are strongly advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

### **3. Knowledge**

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).

### **4. Skills and abilities**

**Language Skills** – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are strongly advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

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

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

**Digital Skills** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are strongly advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

**Driving Skills** – 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 general conditions may result in repatriation/termination of the secondment/contract.*

## **II.B Desirable Requirements**

**Knowledge of the Mission area** – 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 Security Sector Reform** - Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

**Training and Experience** – 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** – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. 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. It is also essential to obtain any transit visas, which may be required for passage through countries on route to the Mission.

**Education diploma(s)/certificate(s) and/or professional certificate(s)** – 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 their duties.

**Required Personnel Security Clearance (PSC)** – Selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of

Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

**Certificate/Booklet of Vaccination** – 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. (For instance, for EUCAP Sahel Mali and Niger, a Yellow fever vaccination is compulsory to be admitted to the country).

**Medical Certificate** – 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 take 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.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be 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.)

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

**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 EU Member 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) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated Application Form returned in word format.

**Selection Process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference 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. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

**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.

**Training** – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learnings>.

**Pre-Deployment Training (PDT)** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

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

**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 Operation Plan (OPLAN).

<b>Position Name:</b> Executive Officer to DHoM/CoS	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-9005	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Head of Mission/Deputy Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Executive Officer to DHoM/CoS reports to the Deputy Head of Mission.

**2. Main Tasks and Responsibilities:**

- To support the management of the Deputy Head of Mission/Chief of Staff office;
- To maintain a registry of all official contacts with the Mission;
- To coordinate advice and information provided for the Head of Mission/Deputy Head of Mission/Chief of Staff office by Mission offices and Mission members as required;
- To ensure close cooperation with the Head of Mission/Deputy Head of Mission/Chief of Staff office and/or other Mission members, drafting plans, directives, Standard Operating Procedures, orders and instructions to be approved and/or issued by Head of Mission;
- To coordinate and liaise with relevant Mission components as required;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To replace the Executive Officer to Head of Mission during his/her absence.

**3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested police and/or military education or training or 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:**

- Administrative skills (office management, event planning, project management);
- Ability to organise all senior staff work at strategic level;
- Ability to manage and coordinate a diversified and multidisciplinary teams of advisers;
- High developed communication/ language skills.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- EU protocol;
- Professional training in project management;
- Executive assistant training/course.

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



<b>Position Name:</b> Mission Analytical Capability (MAC) Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9009	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission/ Deputy Head of Mission Office	<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 Deputy Head of Mission and is administratively line managed by the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Mission Analytical Capability (MAC) concept;
- To establish where required and as directed by the Deputy Head of Mission liaison arrangements with relevant counterparts;
- To provide input and draft Mission reports, including special reports;
- To disseminate MAC products internally and/or externally as directed by the Deputy Head of Mission 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;
- To act upon the Deputy Head of Mission information and analysis requirements;
- To help if so directed with analysis related to hybrid threats including disinformation and/or other theatre-specific emerging challenges;
- To identify the specific dynamics and actors linked to the situation of the Area of Operation;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the area of operation and against the Mission, the host nation and EU interests, and to further develop the Missions' 'early warning' capacity on hybrid and other threats, in coordination with relevant actors in the Mission;
- To manage Mission interaction with EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity including the Hybrid Fusion Cell;
- To analyse changes on the ground, including trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation;
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Analytical skills and knowledge of information collection;
- Writing and reporting skills.

**6. Desirable Qualifications and Experience:**

- Master's degree in any of the fields of Political Science, International Relations, or other related fields;
- Experience in use of analytical IT packages and processes;
- Successful completion open-source intelligence courses;
- Experience in analysing hybrid threats and other emerging threats;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

<b>Position Name:</b> Human Rights Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9013	<b>Location:</b> Mogadishu	<b>Availability:</b> 07/07/2023
<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 Human Rights Adviser reports to the Deputy Head of Mission.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To ensure all human rights aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise the Head of Mission on human rights due diligence framework;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Mission Gender Adviser, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- Contributing to the integration of the human rights agenda in mission operational activities, including training on human rights and human rights due diligence;
- The development and periodic review of the relevant Mission Standard Operating Procedures;
- To provide training to Mission members on human rights mainstreaming and human rights due diligence;
- To coordinate with other EU actors in the host state to ensure an integrated approach.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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 Degree; OR equivalent and attested police and/or and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

### 5.

#### Essential Knowledge, Skills and Abilities:

- Understanding of international human rights law and principles and human rights protection systems;

- Knowledge of human rights mainstreaming issues and tools;
- Drafting, analytical and reporting skills;
- Knowledge of investigative and conciliation techniques in human rights;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations.

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

<b>Position Name:</b> Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9026	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Planning, Reporting and Evaluation Division/ Planning and Evaluation Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Planning and Evaluation Officer reports to the Head of Planning, Reporting and Evaluation Division.

### 2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- Support the Mission's chain of command (Operational level) in the development of the Operational Plan (OPLAN) and the Mission mandate implementation evaluations (Strategic Review);
- To liaise with the Mission Project Cell to support the identification and development of new projects in line with the Mission Mandate;
- To liaise regularly with the Mission Security, Support, Advisory and Operations structures for information exchange, coordination, and cooperation, aiming for the collection of the Mission's Lessons Learned observations and development of the Missions Lessons Learned process;
- To prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities;
- To produce planning and evaluation documents, necessary for the Mission's reporting chain;
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts, related to Mission planning and evaluation related matters.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or 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:

- Knowledge about CPCC operational planning processes and formats;

- Drafting and research skills;
- Communication and presentation skills;
- Knowledge and experience in benchmarking and evaluation processes and methodologies;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in International Organisations planning processes.

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

- Ability in leading and communicating change management initiatives;
- Analytical skills and knowledge of information collection;
- Knowledge in Risk Management;
- A previous relevant professional experience in Africa.

<b>Position Name:</b> Senior Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9027	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Planning, Reporting and Evaluation Division/Reporting Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line

The Senior Reporting Officer reports to the Head of Planning, Reporting and Evaluation Division.

### 2. Main Tasks and Responsibilities:

- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational, advisory and supportive elements on their activities;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations, produce talking points, speeches and presentations for various purposes and contexts and draft meetings reports;
- To collate the inputs originating from Mission Security, Support, Advisory and Operations structures in support of the Mission's Risk Management process, and update the Mission's Risk Register;
- To coordinate the Reporting Office, by proposing the organisation, development and follow-up on the Division reporting products.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

### 5. Essential Knowledge, Skills and Abilities

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Knowledge in Risk Management process.

### 6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

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

- Understanding on how to develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- Knowledge in benchmarking;
- A previous relevant professional experience in Africa.



<b>Position Name:</b> Senior Press and Public Information Officer - CRC	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9034	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Press and Public Information Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Press and Public Information Officer reports to the Chief of Staff. This position is also a member of the Core Responsiveness Capacity (CRC), see specific tasks related to this below.

### 2. Main Tasks and Responsibilities:

- To lead and coordinate the staff and work of the Press and Public Information Office;
- To act as the Mission main spokesperson and communicate the work of the Mission to the public;
- To maintain a close working relationship with the Spokesperson of the High Representative in coordination with the Civilian Conduct and Planning Capability (CPCC);
- To draft, review and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To supervise and contribute to the development and maintenance of an effective Mission website and social media accounts;
- To advise and contribute to the drafting of press releases, public statements, media summaries, articles and features;
- To manage the Press and Public Information budget, procurement processes and contract/tender/designs for Mission visibility items;
- To coordinate with the press offices of other EU Delegations, the EU Special Representative and other EU actors in the host state;
- To monitor disinformation against the interests of the Mission in close cooperation with input from the Mission Analysis Capability, Security and Duty of Care and CIS;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To make sure that the political sensitivities (Somaliland, relations between the Somalia Federal Government and Somalia Member States) are taken into account in the communication activities.

#### 2.1. Core Responsiveness Capacity Tasks and Responsibilities

Members of the Core Responsiveness Capacity, when requested and approved by Civilian Operation Commander, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;

- To undertake any other tasks related to the Core Responsiveness Capacity as required.

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

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### **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 and/or military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Communication Sciences, Political studies, International Relations, Humanities, Social sciences or other related field; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Analytical skills and experience on analysing and developing the performance of public information activities, including social media;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of formulating and implementing a communication strategy/plan;
- Experience and skills in digital communication;
- Networking skills and initiative;
- Presentation skills.

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

- Experience as a spokesperson and institutional communication;
- Experience running media and outreach campaigns;
- Experience in planning and implementing projects;
- Knowledge of disinformation;
- International experience, particularly in crisis areas with multinational and international organisations.
- The experience should be in the field of communications/press and public information.

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

- Knowledge about the local press and media environment.

<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number :</b> SOM-9122	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/ Field Office Mogadishu/ Maritime Security Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Maritime Adviser reports to the Strategic Maritime Adviser/Head of Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To work in close cooperation with the other Field Office Mogadishu Units (Coast Guard Functions and Port Security Advisory, Police Advisory and Rule of Law Advisory);
- To assess the status of the institutional development of maritime civilian law enforcement agencies and give expert recommendations;
- To support the Mission's efforts in addressing areas of structural weakness in the performance and accountability of respective counterparts / institutions and to propose solutions to strengthen them;
- To build strong working relationships with relevant actors in Somalia and other key stakeholders (including international stakeholders, other EU instruments, UN organisations, countries involved in bilateral activities);
- To advise counterparts on the development of governance of maritime civilian law enforcement agencies and develop and organise training, including in the field of human resources, recruitment, management, accountability, oversight and gender representation.
- To collect and collate statistics about the workload/performance of local counterparts;
- To give advice, guidance, mentoring and training on topics related to the coast guard, port security functions and fight against IUU fishing;
- To deliver training, expert advice and mentoring as required in the fisheries control, especially in fighting Illegal, Unreported and Unregulated (IUU) Fishing;
- To contribute to the elaboration of relevant legal frameworks, including Standard Operational Procedures (SOPs), in particular in relation to the protection of marine- and fisheries resources within the Somali exclusive economic zone (EEZ);
- To establish and maintain cooperation with the authorities of the maritime law enforcement services on the development of training programmes on Fisheries Monitoring, Control and Surveillance (MCS) as well as IUU fishing.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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

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

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

- Ability to mentor, advise and motivate local counterparts;
- Sound knowledge of EU Maritime Strategy and related policies, especially the EU Common Fisheries Policy;
- Good understanding of policies and organisational aspects of a maritime administration, implementing maritime security and Coast Guard functions;
- Previous experience in the delivery of education and training connected to the coast guard functions;
- Good knowledge of Human Rights and Gender practices.

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

- International experience, particularly in crisis areas with multinational and/or international organisations;
- CSDP experience in the areas of Monitoring, Mentoring and Advising;
- Experience in project management and implementation;
- Previous experience in fisheries management/fisheries inspection;
- Previous experience on Food Security related Projects.

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

- Ability to advise effectively senior decision makers;
- Ability to mentor and motivate local counterparts;
- Organisational, planning and project development skills;
- Professional certification in Mentoring, Monitoring & Advising;
- Professional Training Qualification/Certification.

<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number :</b> SOM-9123	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/ Field Office Mogadishu/ Maritime Security Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Maritime Adviser reports to the Strategic Maritime Adviser/Head of Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To work in close cooperation with the other Field Office Mogadishu Units (Coast Guard Functions and Port Security Advisory, Police Advisory and Rule of Law Advisory);
- To assess the status of the institutional development of maritime civilian law enforcement agencies and give expert recommendations;
- To support the Mission's efforts in addressing areas of structural weakness in the performance and accountability of respective counterparts / institutions and to propose solutions to strengthen them;
- To build strong working relationships with relevant actors in Somalia and other key stakeholders (including international stakeholders, other EU instruments, UN organisations, countries involved in bilateral activities);
- To advise counterparts on the development of governance of maritime civilian law enforcement agencies and develop and organise training, including in the field of human resources, recruitment, management, accountability, oversight and gender representation.
- To collect and collate statistics about the workload/performance of local counterparts.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to mentor, advise and motivate local counterparts;
- Sound knowledge of EU Maritime Strategy and related policies;
- Good understanding of policies and organisational aspects of a maritime administration, implementing maritime security and Coast Guard functions;
- Previous experience in the delivery of education and training connected to the coast guard functions;
- Good knowledge of Human Rights and Gender practices.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and/or international organisations;
- CSDP experience in the areas of Monitoring, Mentoring and Advising;
- Experience in project management.

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

- Ability to advise effectively senior decision makers;
- Organisational, planning and project development skills;
- Professional certification in Mentoring, Monitoring & Advising;
- Professional Training Qualification/Certification.

<b>Position Name:</b> Senior Police Adviser/Head of Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9127	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Police Adviser/Head of Unit reports to the Head of Field Office Mogadishu.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To direct, design and deliver training programmes and projects, as appropriate;
- To provide strategic guidance and advice to the Ministry of Internal Security and Somali Police Force (SPF) and Federal Member States on the development and implementation of broader policing strategies, policies and procedures related to police training, community policing, criminal investigations, intelligence, and police administrative functions, in particular for the Maritime Police Unit and the policing aspects of the Transition Plan for the transfer of security responsibilities from the international community to Somali security forces;
- To advise the Ministry of Internal Security and/or Somali Police Force on the development of civilian maritime law enforcement capacities in line with the Somali National Security Policy (NSP) and other relevant strategies;
- To advise the Federal Ministry of Internal Security, Ministry of Justice and Attorney General on the development and implementation of the relevant aspects of maritime security as defined in the National Security Policy, as appropriate;

- To cooperate closely with EUNAVFOR and EUTM Somalia in developing synergies to improve security management in Somalia;
- To establish efficient working relationships at the strategic level with all the key stakeholders involved in the development of the Somali policing capacity, including EU Delegation to Somalia, UNSOM, UNDP, UNODC and AMISOM complementing their activities on broader police development;
- To represent the Mission at Transition Plan related working groups and meetings as required.

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

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### **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 Qualification 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of Security Sector/Rule of Law Reform in a national or host state context.

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

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience of working on maritime security;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of security policy, law enforcement strategies, reform of police service organisations and police administrative functions.



<b>Position Name:</b> Senior Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9128	<b>Location:</b> Mogadishu	<b>Availability:</b> 08/09/2023
<b>Department/Division/Section:</b> Operations Department/Field Office Mogadishu/Police Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Police Adviser reports to the Senior Police Adviser/Head of Police Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To provide strategic guidance and advice to the Ministry of Security and the Somali Police Force on the development and implementation of strategies, policies and procedures related to police training, community policing, criminal investigations, intelligence, and police administrative functions;
- To be embedded, if possible, in the Ministry of Security and/or Somali Police Force to offer guidance and assistance to the development of civilian maritime law enforcement capacities in line with the Somali National Security Policy (NSP), and other relevant strategies including the National Policing Model (NPM);
- To advise the Ministry of Justice and Attorney General on the development and implementation of the relevant aspects of law enforcement as defined in the National Security Policy;
- To promote effective cooperation other Somali police bodies, both at federal and member-state (regional) level;
- To work in cooperation with other Mission advisers and Heads of Advisory Units and provide policing advice to the Senior Mission Management and, as required, to other EU bodies;
- To establish efficient working relationships at the strategic level with all the key stakeholders involved in the development of the Somali policing capacity, including UNSOM, UNDP, UNODC and ATMIS (where applicable in the Field Office AoR).
- To support the development and implementation of the Somali Transition Plan, the New Police Model and other relevant strategies;
- To cooperate closely with EUDEL, EUNAVFOR and EUTM in developing synergies to improve security management in Somalia.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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 and/or military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Planning and project development skills;
- Negotiating skills with local interlocutors.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience of working on maritime security;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

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

- Knowledge of security policy, law enforcement strategies, reform of police service organisations and police administrative functions.

<b>Position Name:</b> Head of Field Office Somaliland	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9138	<b>Location:</b> Somaliland	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Field Office Somaliland	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Field Office reports to the Deputy Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of Field Office in accordance with the Mission Implementation Plan and relevant planning documents;
- To coordinate and contribute to the development and updating of the Mission Implementation Plan by identifying the Field Office operational requirements;
- To ensure Field Office Mission members are periodically updated about and contribute to the Mission mandate implementation progress;
- To coordinate the Field Office contribution to the Mission internal and external reporting;
- To assess the consistency and sustainability of Mission operational activities in accordance with the Mission Operation Plan and provide recommendations for the improvement of Mission performance;
- To ensure close coordination with other Mission operational, horizontal advising and support functions;
- To coordinate the Mission Support related aspects of the Field Office, under the guidance of the Head of Mission Support Department;
- To lead, coordinate and contribute to the Field Office work with local authorities, and local EU/international actors;
- To identify confidence building measures particularly in the Field Office area of responsibility in consultation with the Head of Operations;
- To ensure that Field Office staff perform their work in a secure and safe environment in coordination with the Security and Duty of Care;
- To ensure Standard Operating Procedures are implemented with the Field Office;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To liaise and coordinate the Mission's mandate implementation and activities with senior representatives of relevant line-ministries and government institutions, as appropriate;
- To contribute to Mission internal planning and developing the different activities and projects connected to maritime security in Mogadishu;
- To lead the Mission's team of operational advisers with regard to the implementation of the mandate to enhance law enforcement in Somalia and that the necessary policy, legislative and institutional frameworks are in place;
- To coordinate/cooperate and/or supervise the coordination/cooperation of the Field Office's support staff members as appropriate with the Mission Security and Duty of Care Department, and Chief of Staff's office, in particular the Project Cell, General Support and Services Section, Communication and Information Systems Section and the Finance Section and also with the Field Office Facility Manager.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the Line Manager(s).

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

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

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

- Master's Degree in management, business administration or other relevant discipline;
- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Management experience from Maritime civil law enforcement agencies;
- Working experience within the law enforcement area.

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

- Negotiating skills with local interlocutors;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Proven organisational and planning skills.

<b>Position Name:</b> Strategic Maritime Adviser/ Head of Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9139	<b>Location:</b> Somaliland	<b>Availability:</b> 16/09/2023
<b>Department/Division/Section:</b> Operations Department/ Field Office Somaliland/ Maritime Security Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Strategic Maritime Adviser/Head of Unit reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level;
- To lead and coordinate the work of the other Senior Advisers and Advisers in the Unit;
- To support the Mission`s efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local and international counterparts and stakeholders;
- To design and deliver training;
- To research and assess the performance of the Somaliland maritime security governance mechanisms and institutions, and recommend on the development of maritime security good governance capacity;
- To support the development and the implementation of comprehensive strategies and mechanisms for good governance of civilian maritime law enforcement institutions;
- To support the Somaliland civilian maritime law enforcement institutions to develop their strategic management capacities;
- To promote effective cooperation between Somaliland maritime resources and security institutions through advice on a clear division of maritime institutional roles and responsibilities among ministries, agencies, and other relevant actors;
- To assess the functioning, organisation, strategic management capacity and needs of the Somaliland maritime security institutions, and identify and advise upon sustainable capacity development plans.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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 Qualification 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements

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

- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to effectively advise senior decision makers;
- Negotiation and diplomacy skills.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and/or international organizations;
- Experience with maritime administration, coordination and governance.

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

- Knowledge of policies, strategies and organisational aspects of maritime governance, administration, security and Coast Guard functions.

<b>Position Name:</b> Strategic Maritime Adviser/ Head of Unit (CRC)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9156	<b>Location:</b> Puntland	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/ Field Office Puntland/ Maritime Security Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Strategic Maritime Adviser/Head of Unit reports to the Head of Field Office.

This position is also a member of the Core Responsiveness Capacity (CRC), see specific tasks related to this below.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level;
- To lead and coordinate the work of the other Senior Advisers and Advisers in the Unit;
- To support the Mission`s efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local and international counterparts and stakeholders;
- To design and deliver training;
- To research and assess the performance of the Puntland maritime security governance mechanisms and institutions, and recommend on the development of maritime security good governance capacity;
- To support the development and the implementation of comprehensive strategies and mechanisms for good governance of civilian maritime law enforcement institutions;
- To support the Puntland civilian maritime law enforcement institutions to develop their strategic management capacities;
- To promote effective cooperation between Puntland maritime resources and security institutions through advice on a clear division of maritime institutional roles and responsibilities among ministries, agencies, and other relevant actors;
- To assess the functioning, organisation, strategic management capacity and needs of the Puntland maritime security institutions, and identify and advise upon sustainable capacity development plans.

#### 2.1 Core Responsiveness Capacity Tasks and Responsibilities

Members of the Core Responsiveness Capacity, when requested and approved by Civilian Operation Commander, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

**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 Qualification 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements

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

- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to effectively advise senior decision makers;
- Negotiation and diplomacy skills.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and/or international organizations;
- Experience with maritime administration, coordination and governance.

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

- Knowledge of policies, strategies and organisational aspects of maritime governance, administration, security and Coast Guard functions.



<b>Position Name:</b> Senior Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9159	<b>Locations:</b> Puntland	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/ Field Office Puntland/ Maritime Security Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Maritime Adviser reports to the Strategic Maritime Adviser / Head of Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To provide advice, guidance, mentoring and training on topics related to the coast guard functions and maritime skills (navigation, seamanship, engineering, communications, etc.);
- To establish efficient working relationships at strategic level with all the key stakeholders involved in the Puntland coast guard function capacity development, including UNSOM and UNODC and complementing their activities on Coast Guard Function development
- To develop training curricula in cooperation with the other Mission experts;
- To provide operational guidance and advice to develop civilian (maritime) law enforcement operational capabilities in line with the Somali strategies;
- To assess the operational capacity skills and needs of the Somali civilian law enforcement/security agencies and advise on improvements;
- To establish and maintain cooperation with the authorities of the maritime law enforcement services on the development of training programmes on maritime security matters including Coast Guard functions;
- To conduct, upon request, reviews of the structures on authorities involved in carrying out the Coast Guard functions;
- To support the selection of future trainees, among the maritime law enforcement services, for advanced training courses;
- To ensure data collection related to Mission's training;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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 and/or military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Sound knowledge of EU Maritime Strategy and related policies;
- Good understanding of policies and organisational aspects of a maritime administration, implementing maritime security and Coast Guard functions;
- Sound knowledge of maritime law;
- Good knowledge of Human Rights and Gender practices.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations;
- CSDP experience in the areas of Monitoring, Mentoring and Advising;
- Previous experience in the delivery of training connected to the coast guard functions;
- Experience in project management;
- Experience of small boat driving and maintenance.

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

- Ability to mentor and motivate local counterparts;
- Professional certification in Mentoring, Monitoring & Advising;
- Professional Training Qualification/Certification.

<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9161	<b>Location:</b> Puntland	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Field Office Puntland / Maritime Security Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Maritime Adviser reports to the Strategic Maritime Adviser / Head of Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterparts;
- To support the Mission`s efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local and international counterparts and stakeholders;
- To liaise closely with other Mission horizontal advisers and provide policing advice to the Senior Mission Management and, as required, to other EU bodies, in particular in relation to maritime related issues;
- To support the development of the local civilian maritime law enforcement agencies in the field of (community) policing in coastal communities and port policing through providing operational guidance, training and advice on the development and implementation of strategies, policies and procedures;
- To promote effective cooperation and information sharing between the civilian maritime law enforcement agencies and judiciary, to strengthen the first level of the judicial chain;
- To contribute to developing curricula and training concepts for coast guard functions courses.
- To contribute to elaborating Standard Operational Procedures (SOPs) concerning the Coast Guard Functions and performance of law enforcement at sea.
- To design and deliver training in basic maritime civil law enforcement.
- To design and deliver practical training on maintaining, operating, and handling vessels, seamanship, navigation and international law at sea and ports (IMO, ISPS).

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training connected to the coast guard functions;
- Knowledge of EU Maritime Strategy and related policies and maritime law;
- Understanding of policies and organisational aspects of Coast Guard functions, maritime administration and maritime security.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations.

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

- Experience in working in the field of maritime safety and/or security;
- Ability to provide analysis, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement/maritime security matters.

<b>Position Name:</b> Senior Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9162	<b>Location:</b> Puntland	<b>Availability:</b> 04/09/2023
<b>Department/Division/Section:</b> Operations Department/Field Office Puntland/Maritime Security Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Police Adviser reports to the Head of the Field Office Puntland.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To provide strategic guidance and advice to the Ministry of Security and the Puntland Police Force on the development and implementation of strategies, policies and procedures related to police training, community policing, criminal investigations, intelligence, and police administrative functions, in particular for the Maritime Police Unit;
- To be embedded, if possible, in the Ministry of Security and/or Puntland Police Force to offer guidance and assistance to the development of civilian maritime law enforcement capacities in line with the Somali National Security Policy (NSP), and other relevant strategies including the National Policing Model (NPM);
- To advise the Ministry of Justice and Attorney General on the development and implementation of the relevant aspects of law enforcement as defined in the National Security Policy;
- To promote effective cooperation Somali police bodies, both at federal and member-state (regional) level;
- To work in cooperation with other Mission advisers and Heads of Advisory Units and provide policing advice to the Senior Mission Management and, as required, to other EU instruments;
- To maintain efficient working relationships at the strategic level with all the key stakeholders involved in the development of the Somali policing capacity, including UNSOM, UNDP, UNODC and ATMIS (where applicable in the Field Office AoR).

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Planning and project development skills;
- Negotiating skills with local interlocutors.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience of working on maritime security;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

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

- Knowledge of security policy, law enforcement strategies, reform of police service organisations and police administrative functions.

<b>Position Name:</b> Financial Verification Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-9007	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission/Deputy Head of Mission/Financial Control and Audit Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Financial Verification Officer reports to the Deputy Head of Mission and is independent of the Head of Mission Support.

### 2. Main Tasks and Responsibilities:

- To execute ex-ante checks put in place by the Authorising Officer, in coordination with Finance, Procurement and Human Resources Units and other Mission Units;
- To ensure each expense is in line with criteria of eligibility and 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 inform project managers/task officers on the authorising and validation process;
- To contribute to the training of Mission members as required.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested police and/or military education or training or 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;
- Proficiency in at least one accounting software and Microsoft applications especially Excel;
- Attention to detail and ensure reliability and accuracy in the delivery of tasks.

### 6. Desirable Qualifications and Experience:

- Degree or certificate in economics/business or public administration/management/accounting or other related field;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Good knowledge and/or experience in strategic management and/or public administration.

<b>Position Name:</b> Deputy Head of Mission Support Department	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. number:</b> SOM-9037	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Mission Support Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Specific Tasks and Responsibilities:

- To lead, direct and manage the work of the Finance and Procurement Sections as well as General Support and CIS Sections when required;
- To assist and advise the Head of Mission Support Department on all administrative issues;
- To ensure that all Sections work in a coordinated and cohesive manner to support the mission mandate and implementation plan and tasks as directed by Head of Mission Support Department;
- To manage, advise and develop the staff on electronic document management system issues;
- To operate and supervise the use of Enterprise Resource Planning (ERP) and other electronic IT systems in use by the Mission;
- To be a Project Manager for assigned contracts and to oversee Mission Support Department contracts;
- To support the implementation of the budget in accordance with the Financial Regulations applicable to the General Budget of the European Union and its implementing Rules and the internal guidelines created for the Mission;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions related to the efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To supervise the efficient monitoring and review of legal contracts relating to international and national staff, and enable timely recruitment to cover absence and job vacancies, utilising established advertising procedures;
- To monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as prepare all related reports;
- To coordinate on assigned matters with internal, external and relevant EU functions;
- To follow internal and external developments relating to the Mission goals and fully brief the Head of Mission Support Department on the administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts relating with 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.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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



- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, 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;
- Experience in managing Logistics, Finance and Public Procurement functions;
- Experience in ERP systems and electronic document management systems;
- Experience in managing budgets and implementing budget plans;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to lead a multifunctional team, to mentor and motivate staff.

**6. Desirable Qualifications and Experience:**

- Knowledge of and/or working experience in financial management and procurement rules in large international organization, preferably EU;
- International mission experience, particularly in crisis areas with multi-national and international organisations, in a similar position;  
University or/and Master's Degree in Business Administration, Management, Project Management or/and international certification in management/leadership/project management.

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

- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.
- Driving licence type C1 or higher category.

<b>Position Name:</b> Head of Procurement Section	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. number:</b> SOM-9043	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> CoS/Mission Support Department/Procurement Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Head of Procurement Section reports to the Deputy Head of Mission Support Department.

**2. Main Tasks and Responsibilities:**

- To lead, manage and coordinate the work and staff of the Procurement Section;
- To coordinate the Mission contracting and procurement processes in accordance with EU established professional and transparent procurement policies, rules and procedures;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide support related to contracting and procurement matters to other units within the Mission;
- To develop professional relationships with the European Commission and other actors involved in the process in Brussels HQ;
- To develop professional relationships with procurement colleagues in other Missions to share best practices in the area of procurement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To plan, develop and implement policies to meet expected organisational performance regarding procurement services within a given timeframe;
- To work and maintain ERP and other electronic systems used by the Procurement Section and the Mission.

**3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

**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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;

- Ability to establish, plan, and review priorities;
- Knowledge of using legally established professional and transparent procurement policies, rules and procedures.

**6. Desirable Qualifications and Experience:**

- University and/or Master's Degree in management, business or public administration/law/procurement/supply chain or other related or relevant field;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Procurement like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG).

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-9044 SOM-9046	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Mission Support Department/ Procurement Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Procurement Officer reports to the Head of Procurement Section.

**2. Main Tasks and Responsibilities:**

- To conduct contracting and procurement processes for the Mission in line with established, professional and transparent procurement policies, rules and procedures;
- To assist and advise the Head of Procurement on legal issues related to the procurement cycle (from strategic planning to contract);
- To assist other units with contracting and procurement matters and procedures;
- To develop professional relationships and work partnerships with the European Commission and the European Union External Action Services involved in procurement processes;
- To develop professional relationships and work partnerships with procurement colleagues in other civilian CSDP Missions to exchange best practices.

**3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or 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 skills and financial acumen;
- Ability to establish, plan and review priorities;
- Experience in using legally established professional and transparent procurement policies, rules and procedures.

**6. Desirable Qualifications and Experience:**

- Degree or certificate in management/business or public administration/law/procurement/supply chain or other related field;
- Experience in planning and implementing projects and programmes;
- Experience in management of public procurement processes, preferably including EU procedures;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System and electronic document management systems.

<b>Position Name:</b> Transport Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level
<b>Ref. Number:</b> SOM-9054	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/07/2023
<b>Component/Department/Unit:</b> Chief of Staff Department/ Mission Support Department/ General Support Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Transport Officer reports to the Head of General Support Section.

### 2. Main Tasks and Responsibilities:

- To ensure the Mission vehicles are used in accordance with the rules and regulations and that vehicle usage data for each vehicle is correctly recorded/documentated, e.g. maintenance, service/repair and usage history;
- To plan work orders, preventive maintenance, vehicle technical inspection reports and determine the maintenance/repair required to ensure the roadworthiness of the Mission fleet;
- To supervise the provision of workshop services, to monitor maintenance and repairs outsourced to external workshops, and to inspect the quality and spare parts following vehicle service performance;
- To maintain a cost control database for analysis of fuel consumption, maintenance, repairs, scheduled services of vehicles and associated costs, and tracking of reimbursement of repairs following accidents;
- To ensure effective management of the transport capability (including liaising with car rental agencies), monitoring the fleet (fuel accountability, damage to the vehicles, road accidents and insurance cover) through Fleet Management Solution;
- To identify/monitor spare parts requirements, workshop equipment and tools to facilitate efficient maintenance and performing quality assurance;
- To ensure inventory control and physical annual checks of vehicles and related equipment;
- To propose withdrawal of vehicles from service if considered not roadworthy;
- To conduct accident damage assessments, process vehicle accident reports, and raise Damage Discrepancy Reports;
- To prepare reports and make recommendations on various transport matters;
- To develop and conduct Mission driving orientation briefings to ensure all Mission members are familiar with road/traffic conditions and traffic rules/regulations;
- To maintain a file of all driver related documents and records;
- To ensure necessary storage, of motor vehicles and associated equipment;
- To provide advice, support and train Mission members on transport related matters and guidelines;
- To assist and advise the Head of the General Support Section on effective contract management of maintenance, repair and fuel contracts;
- To maintain all driver and vehicle-related documents and records, and reports in the electronic document management system and the ERP system;
- To analyse and find solutions for vehicular support to operations.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the fields of

Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or other related field) OR equivalent and attested police and/or 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:**

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of using electronic Fleet Management and fleet tracking software;
- Experience in the management of repair and maintenance of motor vehicles, heavy/specialised transport equipment;
- Knowledge of the administrative and financial procedures used in organisations related to fleet maintenance;
- Driving licence type C1.

**6. Desirable Qualifications and Experience:**

- Knowledge of current technologies used for Logistics, Supply Chain Management, Asset Management, and Inventories, ;
- Experience in electronic document management system and Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas, with multinational and international organisations;
- Experience with maintenance and repair work with armoured vehicles, heavy/specialised transport equipment or mechanised handling equipment is an advantage.

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

- Familiarity with vehicle fleet and maintenance related principles, rules and regulations used in international organisation or major NGOs.

<b>Position Name:</b> Armed Protection Operator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level
<b>Ref. Number:</b> SOM-9088	<b>Location:</b> Somaliland	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department/ Somaliland Security Section/ Armed Protection Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Armed Protection Operator (APO) reports to Armed Protection Team leader.

### 2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework.
- In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
  - To be responsible for Armed Protection operations;
  - To contribute to the armed protection security set up of Mission members;
  - To carry out daily administration and operational planning for Armed Protection Team activities;
  - To assist in the development of Mission Armed Protection policies and procedures;
  - To provide comprehensive procedural documents with respect to Armed Protection activities;
  - To contribute in identifying staff personal security training requirements and deliver training as required under the supervision of Armed Protection Team Leader;
  - To provide personal security advice to Mission members;
  - To maintain operational effectiveness and equipment husbandry;
  - To develop professional contacts with the local police, military and security managers of other international organisations;
  - To liaise with civilian and military organisations to assess current and future threats;
  - To carry out threat assessments to ensure appropriate security measures are in place in a timely and effective manner;
- To transport and provide armed protection to mission members in Somaliland;
- To actively participate in the defence plan of the Field Office;
- To deploy and operate in locations mission wide;
- To assist in the provision of security training to Mission members;
- To assist HEAT instructors in the provision of HEAT training;
- To participate in all applicable training, professional, physical and medical;
- To cross train in all the functions & roles of the team;
- Authorized to carry and issued a personal weapon;
- To aid in the development of Mission A/P policies and procedures ensuring they are followed and updated or amended when necessary.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by diploma OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.



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

- Trained in basic life support (medical training);
- Ability to operate a variety of communication systems;
- Advanced driving training (defensive driving);
- Valid license for armoured vehicles or C or C1 driving license;
- Ability to perform under pressure and in difficult circumstances in High Risk locations;
- Discreet, diplomatic and flexible.

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

- Trained and certified in close protection techniques (theory and practice);
- Successful completion of CPCC Medical Security Certification Course or equivalent medical training (industry standard First Aid Qualification);
- Experience driving Armoured vehicles;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in close protection operations as a member of international organisations or Diplomatic institutions/Agencies e.g. National embassies, EU, UN, NATO.

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

- Ability to perform under pressure and in difficult circumstances in high risk locations.
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Knowledge of the Mission area and potential security threats;
- Knowledge of CSDP security and duty of care polices.