

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1 – Requirements and Job Descriptions

European Union Capacity Building Mission in Somalia (EUCAP SOMALIA) 3-2023 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 (14)</u></b>			
	SOM-9026	Planning and Evaluation Officer	Mogadishu	ASAP
	SOM-9028 SOM-9029	Reporting Officer	Mogadishu	17/02/2024 ASAP
	SOM-9032	Project Manager	Mogadishu	ASAP
	SOM-9111	EUDEL Liaison Officer	Mogadishu	ASAP
	SOM-9113	Senior Operations Coordinator	Mogadishu	ASAP
	SOM-9124	Maritime Adviser	Mogadishu	ASAP
	SOM-9130	Police Adviser	Mogadishu	ASAP
	SOM-9131	Police Adviser	Mogadishu	04/02/2024
	SOM-9138	Head of Field Office Somaliland	Somaliland	ASAP
	SOM-9140	Strategic Adviser	Somaliland	03/01/2024
	SOM-9149	Police Adviser	Somaliland	13/12/2023
	SOM-9159	Senior Maritime Adviser	Puntland	ASAP
	SOM-9163	Senior Police Adviser	Puntland	13/12/2023

<b>Seconded/Contracted (17)</b>			
SOM-9020	Human Resources Officer	Mogadishu	ASAP
SOM-9039	Finance Officer	Mogadishu	ASAP
SOM-9042	Finance and Administration Officer	Mogadishu	ASAP
SOM-9045	Procurement Officer	Mogadishu	ASAP
SOM-9054	Transport Officer	Mogadishu	ASAP
SOM-9056	Head of Communication and Information Systems (CIS)	Mogadishu	01/01/2024
SOM-9058	CIS Officer	Mogadishu	09/11/2023
SOM-9057			ASAP
SOM-9060			ASAP
SOM-9061	CIS Assistant	Mogadishu	ASAP
SOM-9064	Senior Mission Security Officer/ Head of Department	Mogadishu	ASAP
SOM-9069	Deputy Senior Mission Security Officer/ Head of Division	Mogadishu	01/02/2024
SOM-9070	Mission Security Officer/ Field Security Instructor	Mogadishu	ASAP
SOM-9074	Mission Security Officer	Mogadishu	16/01/2024
SOM-9098	Senior Medical Adviser	Mogadishu	22/11/2023
SOM-9095	Armed Protection Operator	Somaliland	ASAP
SOM-9106	Nurse*	Somaliland	ASAP
<b>Deadline for Applications:</b>	<b>Thursday 5 October 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</u></p>		

	<p><u>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 style="text-align: center;"><b>Mr. Tapio Rasanen</b>  <a href="mailto:cpcc.eucaphoa@eeas.europa.eu">cpcc.eucaphoa@eeas.europa.eu</a></p>

\* pending operational needs

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-learning>.

**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> 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;
- 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> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9028 SOM-9029	<b>Location:</b> Mogadishu	<b>Availability:</b> 17/02/2024 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 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 elements on their operational activities against benchmarking;
- 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 contribute to the Mission's Knowledge Management process;
- To support the Senior Reporting Officer to collate the inputs originating from the Mission's Units in support of the Mission's Risk Management process.
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts and draft meetings reports;

### 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

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

### 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;
- Ability to multi-task with a time management efficiency;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Knowledge and experience in benchmarking;
- Knowledge in Risk Management process;
- A previous relevant professional experience in Africa.

<b>Position Name:</b> Project Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9032	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Planning, Reporting and Evaluation Division/ Project Cell	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Project Manager reports to the Head of Project Cell.

### 2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To ensure project proposals are in line with Mission programmes and coordinated internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To develop best practices on project management, make training recommendations and record lessons identified/learnt;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability;
- To provide support across field offices for planning and implementation of projects, focusing on complementarity and synergies with national or regional projects or initiatives related to maritime area;
- To ensure that all contract related expenditures are documented in compliance with the Regulation on the financial rules applicable to the general budget of the Union (Financial Regulation);
- To support the delivery, reception, acceptance, stock and inventory of all goods for the Project Cell, including the preparation of all relative documents and certificates;
- To support the monitoring of the projects goods warranties and works liabilities during all the relative periods;
- To provide support for the preparation of the handover of the equipment to beneficiaries and organises the physical delivery in the several regions of the country as required;
- To support, within projects, organising the facilities and event set-up, planning and organisation of conferences, workshops, training activities or other expertise transfer activities for Somali counterparts;
- To support the preparation of market researches and terms of reference for equipment and goods and the preparation of the procurement dossier.
- To support project analysis, project knowledge management activities and development/enhancement of the project information systems;
- To ensure that Project Cell's paper and electronic archive, as well as dedicated databases, are properly managed and updated.

### 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:**

- Teamwork skills;
- Time management skills;
- Problem solving skills;
- Project management skills.

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

- University and/or Master's Degree in project management or other related field;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Experience related to knowledge management, project information systems or project analytics;
- Experience related to planning and implementation of capacity building projects for civilian law enforcement agencies;
- International experience, particularly in crisis areas with multinational and international organisations.
- The experience should be in the field of planning, execution/implementation, monitoring or evaluation of projects.

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

- Familiar with EU Financial Regulations.
- Knowledge of performance management and enterprise reporting /enterprise resource management software (ERP).

<b>Position Name:</b> EUDEL Liaison Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9111	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The EUDEL Liaison Officer reports to Deputy Head of Operations.

### 2. Main Tasks and Responsibilities:

- To contribute to the coherent planning and implementation of the coordination and cooperation activities of the Mission;
- To contribute to the development of the Mission Implementation Plan related to the cooperation and coordination activities, based on inputs received from Mission operational functions, and monitor its execution through analysis and evaluation;
- To contribute to mapping and assessment of ongoing bilateral and multilateral cooperation activities;
- To ensure Mission activities are closely coordinated with all EU and international actors to achieve mutual awareness, a comprehensive approach and avoid duplication;
- To facilitate the interaction between the Mission and bilateral and multilateral actors, as well as national civil society;
- To support the Mission contribution to the EU regional approach;
- To develop guidelines to ensure coherence and coordination of Mission contacts with international and civil society actors;
- To contribute to the development and periodic review of relevant Mission Standard Operational Procedures;
- 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;
- A minimum of 4 years or relevant professional experience, after having fulfilled the education requirements.

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

- Analytical and problem solving/negotiation skills;
- Project management skills;
- Reporting and drafting skills.

### 6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in operational planning including managing of capability development projects in the area of defence/security;
- Experience in Africa in support of Defence or Security Forces.

<b>Position Name:</b> Senior Operations Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9113	<b>Locations:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/ Operations Coordination Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Operations Coordinator reports to the Deputy Head of Operations (D/HoOps).

### 2. Main Tasks and Responsibilities:

- To support the HoOps in the coordination of operational activities in the area of responsibility;
- To be a source of advice and support the HoOps in the coordination of operational and oversight activities;
- To establish efficient working relationships at strategic level with all the key stakeholders involved in operational activities of the mission, including EU Delegation to Somalia, UNSOM, UNDP, UNODC and AMISOM;
- To support the HoOps oversight activities in the area of responsibility;
- To identify and coordinate activities that are common to several Field Offices;
- To be responsible for the tracking, coordination and advise to Operations and Field Offices on key matters relevant to operational activities in the respective Field Offices;
- To identify and coordinate, in conjunction with other Operations Coordination Team members and with Field Offices Advisors, activities that links HQ intent and guidance with the Field Offices;
- To act as an important source of monitoring capacity to the HoOps in regards of the Mission Implementation Plan;
- To develop situational analysis, develop activities, planning and timely report developed actions.
- To ensure data collection related to Mission's operational activities;
- To contribute to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's 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 coordinate and add value to the mission implementation;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to liaise with other stakeholders, both national and international, thus having good interpersonal skills, good communications skills, tact and integrity;
- Good understanding of policies and organisational aspects relevant to the mission mandate;

- Good knowledge of Human Rights and Gender practices.

**6. Desirable Qualifications and Experience:**

- Previous experience with coordination and facilitation of complicated processes inside larger organisations, preferable in a crises area;
- Experience in project management;
- Strategic thinking;
- Experience in knowledge management.

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

- Proven organisational and, planning skills.



<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number :</b> SOM-9124	<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 Teams and 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;
- Experience in providing training in boat handling, navigation and maritime communications (GMDSS, OSC).

#### **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;
- Knowledge of Maritime operation/Fisheries Monitoring/Maritime Rescue and Coordination centre functions.

<b>Position Name:</b> Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-9130	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<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 Police Adviser reports to the Senior Police 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 provide operational guidance and advice to the Somali Police Force (SPF) and Federal Member States on the development and implementation of broader policing policies and procedures related to police training, criminal investigations, intelligence, and police administrative functions, in particular for the SPF HQ Operations, Communications and/or Information/Intelligence Directorates;
- To promote effective cooperation between the Somali Police bodies, both at federal and member-state (regional) level;
- To promote effective cooperation between the Somali Police Force and judiciary, with the aim of strengthening the first level of the judicial chain;
- To establish efficient working relationships at operational level with all the key stakeholders involved in the development of the Somali policing capacity, including EU Delegation, UNSOM, UNDP, UNODC and AMISOM complementing their activities on broader police development on operational level;
- To gather data 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;
- Experience of designing and delivering training;
- Organisational, planning and project development skills;
- Knowledge of Security Sector/Rule of Law Reform in a national or host state context.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge and experience in change management;
- A general knowledge of training, planning training activities and construction of training curriculums etc. Including leadership Training different levels (Strategic, Operational and tactical);
- Knowledge of C-IED, EOD;
- Ability to accompany and motivate local counterparts.

<b>Position Name:</b> Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-9131	<b>Location:</b> Mogadishu	<b>Availability:</b> 04/02/2024
<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 Police Adviser reports to the Senior Police 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 provide operational guidance and advice to the Somali Police Force (SPF) and Federal Member States on the development and implementation of broader policing policies and procedures related to police training policing, criminal investigations, intelligence, and police administrative functions, in particular for the SPF HQ Operations, Communications and/or Information/Intelligence Directorates;
- To promote effective cooperation between the Somali Police bodies, both at federal and member-state (regional) level;
- To promote effective cooperation between the Somali Police Force and judiciary, with the aim of strengthening the first level of the judicial chain;
- To establish efficient working relationships at operational level with all the key stakeholders involved in the development of the Somali policing capacity, including EU Delegation, UNSOM, UNDP, UNODC and AMISOM complementing their activities on broader police development on operational level;
- To gather data 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;

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

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge and experience in change management;
- A general knowledge of training, planning training activities and construction of training curriculums etc. Including leadership Training different levels (Strategic, Operational and tactical);
- Ability to accompany and motivate local counterparts.

<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 Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9140	<b>Location:</b> Somaliland	<b>Availability:</b> 03/01/2024
<b>Component/Department/Unit:</b> Operations Department/ Field Office Somaliland/ Maritime Security Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Strategic 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 counterparts and stakeholders;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the Somaliland's maritime security governance mechanism and institutions in the field of maritime security good governance capacity ;
- To work in close cooperation with the Strategic Maritime Adviser and with the EUCAP police advisory, coast guard/port security and rule of law teams;
- To advise on development and implementation of strategy and policy on maritime security in line with the Somaliland Maritime Resources and Security Strategy (SMRSS) the Somaliland National Security Policy and Somaliland National Development Plan II (or similar);
- 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 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 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;
- Knowledge of government coordination processes.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations;
- Sound knowledge of EU Maritime Strategy and related policies;
- Good understanding of policies and organisational aspects of Coast Guard functions, maritime administration and maritime security.

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

- Ability to effectively advise senior decision makers, negotiation and diplomacy skills;
- Organisational, planning and project development skills.

<b>Position Name:</b> Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9149	<b>Location:</b> Somaliland	<b>Availability:</b> 13/12/2023
<b>Component/Department/Unit:</b> Operations Department/ Field Office Somaliland/ Maritime Security Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

**1. Reporting Line:**

The Police Adviser reports to the Strategic Maritime Adviser / Head of Maritime Security 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 and international counterparts and stakeholders;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To provide operational guidance and advice to the Somaliland Police on the development and implementation of broader policing policies and procedures related to police training, community policing, criminal investigations, intelligence, and police administrative functions;
- To provide operational support to the development of law enforcement capacities in line with the Somaliland National Security Policy (NSP) and other relevant strategies;
- To promote effective cooperation between the Somaliland Police bodies, and other stakeholders on regional level;
- To promote effective cooperation between the Somaliland Police and other law enforcement/judiciary actors;
- 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;
- Experience of designing and delivering training;

- Knowledge of police technical expertise and their interoperability in law enforcement and security matters.

**6. Desirable Qualifications and Experience:**

- Experience of working in Police Force, at HQ level and broad understanding of police work in general;
- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations.

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

- Organisational, planning and project development skills;
- Strategic thinking.

<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> Senior Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9163	<b>Location:</b> Puntland	<b>Availability:</b> 13/12/2023
<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 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 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> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-9020	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Human Resources Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources Section.

### 2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources Section;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Brussels Support Element–Human Resources and Administrative Officer in all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate the extension process for eligible seconded and contracted staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and Civilian Planning and Conduct Capability (CPCC);
- To coordinate the selection and recruitment process:
  - managing vacancies and applications;
  - advising and training selection panels;
  - preparing selection reports;
  - participating in selection panels;
  - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
  - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
  - communicating with candidates;
  - conducting the grading of international and national contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CPCC, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CPCC Human Resources policy;
- To conduct timely issuance and management of employment contracts for international and national staff;
- To administer insurance portfolio for international and national staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary relocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements in coordination with the Field Office Financial and Administration Officers;
- To utilise the centralized IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To support, inform, assist and advise on training and staff development;
- To implement a performance management approach in accordance with CPCC policy, for monitoring, assessing and developing the performance of Mission members;
- To develop and implement tools for business continuity;
- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CPCC;
- To act as a point of contact for mission members in regards to VISA issues; being the link to the Immigration Directorate;

- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders 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:**

- People management skills;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching and negotiating skills.

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

- International experience, particularly in crisis areas, with multinational and international organisations;
- Training and experience in MS Excel, Access and Visio and building databases with similar software;
- University or/and Master's Degree in human resources management or/and an international certification in human resources management;
- Experience in Payroll-related tasks;
- Experience in Change Management processes.

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

- Ability to prepare HR communications appropriate to the audience;
- Familiar with Enterprise Resource Planning (ERP) systems;
- Acquainted with financial administrative procedures.

<b>Position Name:</b> Finance Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level
<b>Ref. number:</b> SOM-9039	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Mission Support Department/ Finance Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Finance Officer reports to the Head of Finance Section.

**2. Main Tasks and Responsibilities:**

- To assist the Head of Finance in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Finance;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To follow up on the reconciliation of bank statements with payroll and accounts;
- To verify the legality and regularity of transactions prior to authorising financial transactions;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on time delivery;
- To implement audit recommendations and ensure the effectiveness of internal control;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To assist the Head of Finance in drafting the Mission budget;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.) under the supervision of the Head of Finance.

**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 of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel.

**6. Desirable Qualifications and Experience:**

- Degree or certificate in Economics/Business Administration/Finance/Banking/Accounting or other related field;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant or Chartered Accountant;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of an electronic Document Management System;

- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- Familiarity with the EU financial regulations.

<b>Position Name:</b> Finance and Administration Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-9042	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Mission Support Department/ Finance Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Third Contributing States:</b> No

### 1. Reporting Line:

The Finance and Administration Officer reports to Head of Finance Section.

### 2. Main Tasks and Responsibilities:

- To assist the Head of Finance in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Finance;
- To identify needs of goods and/or services required for improving the efficiency of the unit and to define them technically for procurement;
- To contribute to coordinating the Section's activities and operations related to the area of finance and administration, in particular the budget, procurement, verification, audit and contract management;
- To ensure the sound and effective financial management, including the preparation of the budget and follow-up of its implementation;
- To develop policies for the imprest accounts, in close cooperation with the authorising, and the accounting officer;
- To define procedures for the imprest accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and regularity of transactions prior to authorising transactions (i.e. commitments and payments);
- To ensure the reporting, verifying the integrity of the imprest accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperate on financial issues with the relevant EU bodies and all relevant actors (banks etc.) under the supervision of the Head of Section.

### 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 or/and military education or training or an award of an equivalent rank AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Knowledge of relevant accounting rules;
- Knowledge of accounting software.
- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality;

**6. Desirable Qualifications and Experience:**

- Specialised training/course (including University) in finance, accounting, economics or business administration.
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant or Chartered Accountant;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.
- The experience should be on the field of finance, economics, accounting or business administration.

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

- Professional accounting/audit certification;
- International experience, particularly in crisis areas with multinational and international organisations;
- Knowledge of relevant EU rules and regulations.

<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-9045	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> 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> ASAP
<b>Component/Department/Unit:</b> 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, participate in Boards of Inquiry 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 coordinate and implement a Mission air and land movement plan;
- To ensure necessary storage, distribution and allocation 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 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 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 organizations 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, Inventories like an 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> Head of Communication and Information Systems (CIS)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> SOM-9056	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/01/2024
<b>Component/Department/Unit:</b> Chief of Staff Department/ Mission Support Department/ CIS Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Head of Communication and Information Systems reports to the Head of Mission Support Department.

**2. Main Tasks and Responsibilities:**

- To lead, manage and coordinate the work and staff of the Communication and Information Systems (CIS) Section;
- To advise the Head of Mission Support Department on development and implementation of Communication and Information Systems strategy and CIS operational matters;
- To set the overall technology direction through strategic planning and development of multiyear work plans for CIS in line with organisational technology requirements in coordination with the IT Mission Support Platform in Civilian Planning and Conduct Capability (CPCC);
- To establish and monitor the CIS budget to maintain operational capabilities and ensure continuing evolution of technology implementation;
- To establish and maintain service provider partnerships to provide best-in-class services to the Mission and optimize costs of services through a mix of internal and external resources;
- To coordinate all information technology activities and services, including management services, information systems services, systems administration services, network services, and communications in the Mission;
- To ensure the implementation and monitoring of information systems security measures to safeguard the Mission critical data and systems from cyber threats;
- To manage contracts and vendor relations related to outsourced/procured goods and services, such as hardware, software, network connectivity services, satellite communication services, internet services, telephony services, expert consultancies and external support services;
- To identify, manage and report the risks arising from the implementation of specific processes, systems, projects under the area of responsibility;
- 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.

**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. The qualification should be in any of the fields of

Information Technology, Computer Science, Telecommunications, Engineering 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 6 years of relevant professional experience, after having fulfilled the education requirements, including 2 years of experience in the coordination of IT projects.

**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;
- Extensive knowledge of current technologies for information systems, networking systems, and communication systems;
- Extensive knowledge of industry best practices in IT strategy, governance, radio and satellite communication technology and cloud services solutions.

**6. Desirable Qualifications and Experience:**

- Experience managing technical environments and operating Microsoft Office 365 servers running on the premises or on Microsoft Azure cloud;
- Certified training in industry best practices for IT service management (ITIL) or IT governance (COBIT);
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of organisational technology needs and solutions, with ability to communicate to end users as well as IT and communications specialists.

<b>Position Name:</b> Communication and Information Systems (CIS) Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-9057	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/ CIS Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Communication and Information Systems (CIS) Officer reports to Head of CIS.

**2. Main Tasks and Responsibilities:**

- To provide Communication and Information Systems first-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services;
- To act as the custodian of all Communication and Information Systems assets, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operating System, printer and network connectivity, software functionality, radio network,
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios);
- To design, develop, and test features and functions in platform services and tools to compliment EUCAP Somalia mission objectives;
- Contribute to the overall transformation & support of EUCAP Somalia Document Management System (DMS) via the design, development, testing & deployment of agreed software/technology solutions to enhance the DMS functionality;
- Follow the development change policies including governance documentation through each part of the development life cycle;
- Increase & build development capability across other technology & software;
- Identify additional leading-edge and fit for purpose technology solutions to build upon the current DMS, applications environment;

- Collaborate with CIS and Mission operations teams to ensure high availability and reliability of applications and services;
- Engage in code reviews, technical evaluations, architectural discussions, and decision-making;
- Automate processes, workflows and propose new tools to improve efficiency in the EUCAP Somalia DMS and applications environment.

### **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 Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields) OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 4 years of relevant professional experience after having fulfilled the education requirements.

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

- Knowledge of PHP 7.0, Bootstrap 4.0, MySQLPython, Golang and shell, jsonnet, javascript and ability to learn new languages;
- Knowledge of designing, building, and maintaining scalable and reliable systems;
- Ability to assist in the design/implementation and architecture of databases (SQL,MySQL), database maintenance, Indexing and running statistics;
- Ability to manage and maintain backups of databases and to ensure databases are at optimal performance;
- Foundational Computer Science knowledge (e.g. data structures, algorithms, testing practices);
- Understanding of cloud platforms (AWS, Vmware, Azure) and services, including their deployment and management.

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

- International experience, particularly in crisis areas, with multinational and international organisations;
- Knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Is used to work on a multitude of activities under stress, with attention to detail at the same time and with limited supervision;
- Excellent analytical, research, and problem-solving skills;
- Previous experience with radio communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems;
- Previous experience with Document Management Systems.

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

- Ability to converse in business terms about organisational technology needs and solutions and in technical terms with IT and communications specialists;
- Practical knowledge of “M-Files” Document Management System software.

<b>Position Name:</b> Communication and Information Systems (CIS) Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level
<b>Ref. Number:</b> SOM-9058	<b>Location:</b> Mogadishu	<b>Availability:</b> 09/11/2023
<b>Component/Department/Unit:</b> Mission Support Department/ CIS Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

#### 8. Reporting Line:

The Communication and Information Systems (CIS) Officer reports to Head of CIS Section.

#### 9. Main Tasks and Responsibilities:

- To provide Communication and Information Systems first-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services;
- To act as the custodian of all Communication and Information Systems assets, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operating System, printer and network connectivity, software functionality, radio network,
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios);
- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardised release management procedures;
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in all office locations;
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission;
- To plan, implement and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission;

- To install and commission all standard communications equipment in the Mission including but not limited to: HF CODAN, UHF/VHF Motorola MotoTrbo systems, HF/UHF vehicular equipment, UHF/VHF repeaters, VSAT, BGAN, and portable/mobile satellite communications equipment, and provide 1st and 2nd level support and fault finding on communication installations and equipment.
- To implement, maintain and enhance Firewall and IDS/IPS;
- To maintain and implement Linux server;
- To administer and maintain latest versions of VMware ESXi / vSphere;
- To migrate, maintain and implement latest versions of Windows Server;
- To administer Cisco network technology (switches, router, WIFI).

#### **10. 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).

#### **11. 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 Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields) OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Knowledge of computer systems and wired/wireless network technologies e.g. LANs, MANs, WANs;
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services;
- Strong analytical and problem solving skills;
- Drafting and writing skills.

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

- Experience with the ITIL (Information Technology Information Library) best practices;
- International experience, particularly in crisis areas, with multinational and international organisations.

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

- Knowledge of Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Knowledge of hardware performance and specifications;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Advanced knowledge in administration and maintenance of radio and satellite communication systems;
- Knowledge in implementation and administration of the Document Management System software "M-Files";
- Knowledge of IDS/IPS, and log analysis in regards to CyberSecurity.



<b>Position Name:</b> Communication and Information Systems (CIS) Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-9060	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/ CIS Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Communication and Information Systems (CIS) Officer reports to Head of CIS.

**2. Main Tasks and Responsibilities:**

- To provide Communication and Information Systems first-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services;
- To act as the custodian of all Communication and Information Systems assets, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operating System, printer and network connectivity, software functionality, radio network,
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios);
- To install, maintain, repair and monitor LAN and WAN infrastructure including routers, switches, VPN, firewalls and wireless infrastructure;
- To be responsible for network design, improvement and rationalisation;
- To manage Active directory using Azure administrator;
- To administer Microsoft 365;
- To be responsible for PC and server hardware software and O/S support;
- To perform problem management and incident management analysis and develop general solutions to enhance the quality and reliability of CIS services;
- To implement approved CIS change management requests through standardised release management procedures;

- To deploy, install, maintain and support of all data centre equipment, servers, software and services in the Mission;
- To plan, implement and maintain data recovery tools, business continuity measures and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission;
- To implement, maintain and enhance Firewall and IDS/IPS;
- To maintain and implement Linux server;
- To administer and maintain latest versions of VMware ESXi/vSphere;
- To migrate, maintain and implement latest versions of Windows Server.

### **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 Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields) OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Knowledge of computer systems and wired/wireless network technologies e.g. LANs, MANs, WANs;
- Networking knowledge and understanding of networking concepts;
- Knowledge of building and supporting of firewalls, routers and switches;
- Knowledge of Cisco network infrastructure;
- Knowledge of administering Microsoft 365, Intune and Azure Active directory;
- PC troubleshooting skills and knowledge of basic PC architecture
- Knowledge of TCP/IP, UDP, DNS, DHCP, VPN, SSH, VLAN and other common core network technologies and services;
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services;
- Strong analytical and problem solving skills;
- Drafting and writing skills.

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

- Experience with the ITIL (Information Technology Information Library) best practices;
- International experience, particularly in crisis areas, with multinational and international organisations
- Completed CCNA or comparable qualifications and 3+ years` experience in an IT/Server support role;
- Certifications in Microsoft Windows Server technologies (MTA, MCSA, MOSE), with Azure (AZ-900 or higher).

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

- Ability to converse in business terms about organisational technology needs and solutions and in technical terms with IT and communications specialists;
- Knowledge in administration and maintenance of radio and satellite communication systems;
- Knowledge in implementation and administration of any electronic Document Management System;
- Knowledge of hardware performance and specifications;

- Knowledge of IDS/IPS;
- Knowledge of Project Management in regards to hardware/, and software implementation projects;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS.

<b>Position Name:</b> Communication and Information Systems (CIS) Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level
<b>Ref. Number:</b> SOM-9061	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Mission Support Department/CIS Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Communication and Information Systems Assistant reports to the Head of Communication and Information Systems (CIS).

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Head of CIS;
- To assist in performing problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS sections on the implementation of approved CIS change management requests through standardised release management procedures;
- To assist in designing the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To assist in designing and deploying departmental training activities including user training programs in support of new technologies and procedures;
- To assist in the design and implementation, management, and maintenance of CIS telecommunication systems in all office locations;
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To deploy, install, maintain, and support all data centre as well as end-user equipment, servers, personal computers, software, and services in the Mission;
- To assist in planning, implementing, and maintaining data recovery tools, business continuity measures, and disaster recovery measures, ensuring high availability of Mission-critical data centre services throughout 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 a minimum level of secondary education attested by a diploma giving access to post-secondary education and a professional training or certification in a CIS related field; AND
- A minimum of 3 years of professional experience, after having fulfilled the education requirements.

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

- Knowledge of technologies with wired and wireless networks (e.g. LAN, WAN);
- Advanced knowledge in administration and support of personal computers with Microsoft Windows 10, Microsoft Office 2016/2019;
- Problem-solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day-to-day basis;
- Expert technical skills and hands-on experience in troubleshooting IT hardware and software issues.

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

- Previous experience in an international environment, particularly in crisis areas with multi-national and international organizations;
- Knowledge of the functioning of the EU and in particular CSDP;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Is used to work on a multitude of activities under stress, with attention to detail at the same time and with limited supervision;
- Excellent analytical, research, and problem-solving skills;
- Previous experience with radio communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems;
- Previous experience with Document Management Systems.

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

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Knowledge of Python, Java or Javascript;
- Familiarity with tooling such as Git/JIRA/Jenkins;
- Knowledge of SQL database querying languages and tools;
- Knowledge of Amazon Web Services/Server less computing;
- Practical knowledge of Windows Server 2012 - 2019;
- Practical knowledge of Microsoft Office365;
- Knowledge of VMware ESXi/vSphere;
- Knowledge of WAN acceleration and optimisation;
- Practical knowledge of "M-Files" Document Management System software.

<b>Position Name:</b> Senior Mission Security Officer/Head of Department	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> SOM-9064	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/10/2023
<b>Component/Department/Unit:</b> Security and Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Mission Security Officer/Head of Department (SMSO) reports to the Deputy Head of Mission.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Mission Security and Duty of Care Department
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
  - To monitor and assess the security situation and provide security analyses, recommendations and advice to the Head of Mission, Senior Management and Mission members on all security related matters that affect the Mission, its assets, personnel and information;
  - To provide advice and implement measures to ensure the security and safety of Mission members;
  - To be responsible, in line with EU Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
  - To contribute and coordinate to the drafting of security policies and procedures;
  - To be responsible for the protection of EU classified information (EUCI) within the Mission and to ensure information is handled in accordance with EU rules;
  - To produce security inputs to daily Situational Reports, Weekly Operational Summary, Monthly and Six Monthly Reports and ensure real time reporting from potential trouble spots;
  - To be responsible for the supervision of journey management planning and provide timely advice and guidance to Mission members;
  - To ensure that comprehensive security induction and other necessary trainings are provided to Mission members;
  - To ensure that regular security drills, communication tests and evacuation exercises are conducted;
  - To ensure that Contracted Guard complies with the agreed Terms of Reference and fulfils the contractual obligations according to the assigned performance standards, including the Code of Conduct;
  - To ensure an effective system of security reviews in relation to the Missions' property and buildings and recommend changes if necessary;
  - To develop professional contacts with Security Managers of EU bodies, diplomatic representatives, local police and international organisations, including United Nations and ATMIS.
- To coordinate security reviews of Mission members' personal protective equipment, transport, Mission members residences and Mission offices as necessary;
- To alternate with the Deputy Senior Mission Security Officer (DSMSO), and be available to deploy 24/7, to provide security direction, follow up action and set priorities to effectively manage foreseen/unforeseen security events or incidents;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security equipment, contracts/services and draft terms of reference;
- To ensure all security and communications equipment is operational and ready to use;
- To ensure the policy on security clearances for Mission members is correctly applied;
- To travel to all Mission areas including high risk areas as required;
- To collaborate with and report to Civilian Planning and Conduct Capability (CPCC) Security / Duty of Care Office on all security related matters and ensure the implementation of their security recommendations;
- To regularly convene with the Mission Security Management Team;

- 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.

### **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 at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level and 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and assets.

### **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;
- Organisational, planning, and time management skills.

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

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of EU Mission Security Officer Certification Course;
- Authorised to carry and use weapons in compliance with the applicable legal framework;
- Valid license for armoured vehicle or C or C1 driving license;
- International experience, particularly in crisis areas with multinational and international organisations;
- Firearms trained.

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

- Knowledge of the Mission area and potential security threats including in the wider region.

<b>Position Name:</b> Deputy Senior Mission Security Officer/Head of Division	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> SOM-9069	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/02/2024
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Security Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Senior Mission Security Officer/Head of Division reports to the Senior Mission Security Officer (SMSO)/Head of Department.

### 2. Main Tasks and Responsibilities:

- To support the Senior Mission Security Officer in leading, managing and coordinating the work and staff of Security and Duty of Care Department;
- To support Mission members in matters related to security measures and ensure all necessary actions are taken particularly in emergency cases;
- To assist the SMSO in the supervision and planning of all field visits/journeys and provide timely advice and guidance to Mission members;
- To participate in the staff recruitment for the Security and Duty of Care Department;
- To assist the Senior Mission Security Officer in the management of Contracted Guards;
- To travel to high risk areas and conduct security measures;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union and EU Field Security Policy;
  - To contribute to the development, implementation and updating of the Mission Security Plan and supporting security and safety instructions, security documents, and procedures;
  - To contribute to the development and implementation of relocation/evacuation measures and establish an effective warden and movement of personnel system;
  - To deputise for the Senior Mission Security Officer as required;
  - To advise the Head of Mission, Senior Mission Management and Mission Members on all security related matters affecting the Mission, its assets, personnel, information and reputation;
  - To assess the security situation and provide advice, assistance, and implement measures to ensure the security and safety of Mission members;
  - To contribute to the protection of EU classified information (EUCI) and ensure information is handled in accordance with EU rules and regulations;
  - To produce security inputs to daily Situation Reports, Weekly Operations Summaries and Six Monthly Reports etc. and ensure real time reporting from trouble spots;
  - To provide comprehensive security induction training to Mission members;
  - To conduct regular security drills, communication tests and evacuation exercises;
  - To advise Mission Members on security issues as required;
- To conduct security reviews on Mission property and buildings and make recommendations for improvements;
- To perform security reviews of Mission members' personal protective equipment, transport, Mission members residences as necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in relation to security;
- To ensure close coordination with the Operations Department on the operational planning to allow timely implementation of mission activities in the area of responsibility;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security equipment, contracts/services and draft terms of reference;
- To ensure all security and communications equipment is operational and ready to use;
- 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 manage the security and medical budgets.

### **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 at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police 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 coordination/management level and 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and assets.

### **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;
- Organisational, planning, and time management skills.

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

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related studies;
- Successful completion of the EU Mission Security Officer Certification Course;
- Valid license for armoured vehicle or C or C1 driving license;
- Firearms trained;
- Prior experience in a high-risk EU Mission.

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

- Highly resilient under mental pressure.

<b>Position Name:</b> Mission Security Officer/ Field Security Instructor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-9070	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Security Division	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer – Field Security Instructor (MSO-FSI) reports to the Deputy Senior Mission Security Officer/Head of Division.

### 2. Main Tasks and Responsibilities:

- To assist the Deputy Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Deputy Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Deputy Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
  - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
  - To ensure all security and communications equipment is operational and ready to use;
  - To conduct regular security drills, communication tests and evacuation exercises;
  - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
  - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
  - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
  - To travel to all Mission areas including high-risk areas as required.
- To organise and deliver security and safety briefings for all newly arrived Mission Members (both international and local staff);
- To organise and conduct firearms training, and to ensure that Mission's operational standards in terms of weapons safe-handling and shooting abilities are adhered to, where applicable;
- To assess the consistency and sustainability of Mission's security training activities over time, and to provide recommendations for the improvement;
- Support and provide direction to EUCAP OPS Room for day to day operations and monitoring of security environment;
- To liaise with the MSOs in the Field-Offices on MSO/FSI-related topics (firearms, trainings).

### 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 at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police 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, out of which a minimum of 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and assets.

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

- Planning and time-management skills;
- Analytical skills;
- Certified trainer/instructor preferably in a police or military context;
- Experience in planning and designing training packages, and providing security training.
- Writing and reporting skills;
- Presentations skills (preparing and delivering presentation).

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

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- Firearms instructor qualifications and firearms trained.

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

- Knowledge of the Mission area and potential security threats;
- Knowledge of EU CPCC firearms policy;
- Knowledge of EU CPCC Field Security Handbook.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. number:</b> SOM-9074	<b>Location:</b> Mogadishu	<b>Availability:</b> 16/01/2024
<b>Component/Department/Unit:</b> Mission Security and Duty of Care Department/ Security Division	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer (MSO) reports to the Mission Security Officer/Head of Section.

### 2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
  - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
  - To ensure all security and communications equipment is operational and ready to use;
  - To conduct regular security drills, communication tests and evacuation exercises;
  - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
  - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
  - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
  - To travel to all Mission areas including high-risk areas as required;
- To perform MSO duties, as required, in Field Offices;
- Authorised to carry an issued personal firearms, used for purposes of self-defence.

### 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 at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police 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:**

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

**6. Desirable Qualifications and Experience:**

- Master's degree in security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- Successful completion of CPCC Medical Security Certification Course or equivalent medical training;
- Firearms trained;

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

- Knowledge of potential security threats in the Mission area;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Highly resilient under pressure;
- Knowledge of CSDP security and duty of care policies.

<b>Position Name:</b> Senior Medical Adviser/ Head of Division	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> SOM-9098	<b>Location:</b> Mogadishu	<b>Availability:</b> 22/11/2023
<b>Component/Department/Unit:</b> Security and Duty of Care Department/ Medical Division	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Medical Adviser reports to the Senior Mission Security Officer.

### 2. Main Tasks and Responsibilities:

- To work from any of the Mission operating bases;
- To assist and advise the Head of Mission and the Senior Mission Security Officer on all medical/welfare matters;
- To act as a focal point for the Mission Critical Incident Staff Assistance/Peer support programme and psychosocial/welfare matters.
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical input for all Mission members especially regarding operational planning; decision making processes and resulting orders and documents;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if Mission members are in need of (advanced) medical treatment due to illness or an emergency, in close cooperation with the medical practitioner in attendance;
- To co-ordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member as per applicable Contingency Plans and SOPs, in close cooperation with all involved health care providers and the Missions insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To coordinate and perform Medical Briefings and First Aid Trainings, besides other medical training as required for all Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To gather all information related to medical support for the Mission members as per EU standards, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation;
- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date;
- To be a permanent member of the security management team.

### 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 in Nursing; and a minimum one-year post-graduate qualification attested by diploma in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care; AND
- A minimum of 6 years relevant clinical experience, e.g. A&E (Acute and Emergency) or Prehospital or Anaesthesia/Intensive Care or Primary Care, out of which 2 years at management level or in the field of medical planning and administrative procedures, after fulfilling the educational requirements;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

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

- Experience in drafting Standing Operational Procedures, medical planning documents, decisions notes or similar;
- Extensive knowledge of emergency medicine;
- Highly resilient and willing to work extra hours when required;
- Experience in assessing medical facilities, including under difficult conditions abroad.

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

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

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

<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-9095	<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.

<b>Position Name:</b> Nurse	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level
<b>Ref. number:</b> SOM-9106*	<b>Location:</b> Somaliland	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Medical Division	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Nurse reports to the Senior Medical Adviser (SMA)/Head of Medical Division.

### 2. Main Tasks and Responsibilities:

- To work from any of the Mission operating bases;
- To assist, support and provide guidance to the (Senior) Medical Adviser on all medical, admin and welfare matters as required;
- To deputise as Medical Adviser in their absence;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- To prepare and perform medical briefings and training for all Mission Members as required by the (Senior) Medical Adviser;
- To liaise with other relevant healthcare providers in the Mission area;
- To be responsible for everyday medical activities such as diagnosing and identifying appropriate medical procedures, medical issues and agreeing treatment methods (preventive and/or curative);
- To support the (Senior) Medical Adviser in assessing medical requirements for further treatment in theatre;
- To cooperate and support the (Senior) Medical Adviser with medical evacuations/repatriations/escorting of patients out of theatre;
- To assist Mission Members where advanced medical treatment is required in close cooperation with external medical providers and the medical insurance company;
- To maintain the medical section / unit pharmacy, ordering and procurement of medication, services and other supplies;
- To respond to medical incidents and emergencies on a 24/7 basis;
- To ensure the contents of Basic Life Support, Trauma Kits medical equipment and assets are up-to-date;
- To maintain the accident, incident and illnesses database;
- To monitor the epidemiological and overall medical situation in theatre, promote preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To provide medical guidance to all staff members and undertake reporting and liaison requirements with Finance and Human Resources on certified and uncertified sick leaves – both in and out of theatre;

### 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 in Nursing;
- A minimum of 4 years of relevant professional experience, including hands-on experience in an A&E department, primary care, pre-hospital or intensive / anaesthesia care or equivalent after having fulfilled the educational requirements;
- Provide a "Certificate of good standing" issued by a competent National Authority.

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

- Knowledge in delivering training in emergency medicine, trauma and health care;
- Highly resilient and willing to work extra hours when required.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of the Arabic language.