

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1 - Requirements and Job Descriptions

### European Union CSDP Advisory Mission in the Central African Republic

(EUAM RCA)

1-2024 Call for Contributions

<b>Organisation:</b>	European Union CSDP Advisory Mission in the Central African Republic (EUAM RCA)			
<b>Job Location:</b>	Bangui, Central African Republic			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<b>Seconded (11 positions)</b>			
	CA 38	Strategic Adviser on Human Resources and Personnel Management (Police)	Bangui	ASAP
	CA 08	Senior Strategic Adviser on Organisational Consolidation (MoI)	Bangui	ASAP
	CA 37	Senior Strategic Adviser on Organisational Consolidation (Police)	Bangui	ASAP
	CA 41	Strategic Adviser on Interoperability with Justice	Bangui	ASAP
	CA 09	Strategic Adviser on Interoperability with FACA	Bangui	ASAP
	CA 43	Gender Adviser	Bangui	ASAP
	CA 05	Planning, Evaluation and Reporting Officer	Bangui	ASAP
	CA 42	Mission Analytical Capability Analyst	Bangui	13/07/2024
	CA 68	Mission Analytical Capability Analyst (Hybrid Threats)	Bangui	ASAP
	CA 69	Head General Support Services	Bangui	ASAP
	CA 23*	Deputy Senior Mission Security Officer	Bangui	10/08/2024

Seconded/Contracted (7 positions)				
CA 55**	Head of Finance		Bangui	ASAP
CA 16** CA 17**	Procurement Officer (2 Positions)		Bangui	ASAP
CA 21	Communication and Information Systems (CIS) Officer		Bangui	ASAP
CA 52	Mission Security Officer		Bangui	ASAP
CA 70	Mission Security Assistant		Bangui	ASAP
CA 32**	Nurse		Bangui	ASAP

<b>Deadline for applications:</b>	Friday, 9 February 2024 at 17:00 CET (Brussels time)
<b>Job Application Form:</b>	<p>1) <b>You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b></p> <p>a) <b>You are already registered on Goalkeeper AND you have an EU Login:</b></p> <p style="text-align: center;"><a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) <b>You do not have a Goalkeeper account or an EU Login:</b></p> <p style="text-align: center;"><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> only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding <i>authority to send them your application form.</i></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. Zoltan PATAKI</b>  <b>Tel: +32 460 84 38 13</b>  Email: <a href="mailto:CPCC-EUAM-CAR@eeas.europa.eu">CPCC-EUAM-CAR@eeas.europa.eu</a></p>

(\*) Availability of post is subject to the extension of the Mandate of the Mission.

(\*\*) Availability of post is subject to the acceptance of selection

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

Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

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

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

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

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

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

## **I. GENERAL CONDITIONS**

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

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

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

**Availability** - The candidates must be able to undertake any other tasks related with the competencies,

responsibilities, and functions of the respective position within the Mission, as required by the Head of Mission.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## **II. REQUIREMENTS**

### **III. 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<sup>1</sup>** - 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 and Cultural sensitivity** - 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

---

<sup>1</sup>[Common European Framework of References for Languages](#)

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 essential requirements 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 SSR** - Candidates should be acquainted with Security Sector Reform concepts and practices as well as challenges posed in less developed countries.

**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 passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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

**Education diploma(s)/certificate(s) or/and 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, in a timely manner and NLT before signing the contract or the taking up 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 immunizations received. They also must be vaccinated according to the required immunisations for the Mission area. (For instance, for EUCAP Sahel Mali and Niger, EUAM RCA 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 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, 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 reserves 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 Contributing States and European Institutions to take this into account when offering contributions at all levels.

**Application Form** - Applications will be considered only when using the online Application Form (AF) 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 bases.

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

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

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

**Job Description** - The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

## SECONDED POSITIONS

<b>Position Name:</b> Strategic Advisor on Human Resources and Personnel Management (Police)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 38	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Strategic Advisor on Human Resources and Personnel Management (Police) reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompanying 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the National Police in the field of Human Resources and Personnel Management reform through appropriate activities;
- To be the key interlocutor with the National Police Headquarters;
- To develop policies/strategies in line with the local institutions.

### 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 human resources and personal management at strategic level;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

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

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

- Ability to draft concept notes and develop projects;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- Knowledge of the regional context.

<b>Position Name:</b> Senior Strategic Adviser on Organisational Consolidation (Ministry of Interior)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 08	<b>Location:</b> Bangui	<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 Senior Strategic Adviser on Organisational Consolidation for the Ministry of Interior and Public Security (Mol) reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents (e.g. OPLAN) and by the Mission Implementation Plan (MIP) by advising and accompanying local counterpart(s) on a strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions;
- To provide analysis and recommendations to local counterparts 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 (Gender and Human Rights);
- To design and deliver training;
- To support the development of the Ministry of Interior in the field of its organisational reform throughout legislative drafting and budgetary planning;
- To be the key interlocutor with Ministry of Interior and Ministry of the Security Sector Reform;
- To develop sectorial policy for the internal security;
- To provide advice and guidance on concepts and doctrine in a framework of a restructuration and reform process of Internal Security Forces in coherence and close cooperation with other national, regional et international actors involved in security strategies issues and in the security sector reforms notably the EU Delegation, the EU Training Mission (EUTM RCA) and MINUSCA.

### 3. General Tasks and Responsibilities:

- To identify and report on the 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 the tasks;
- To undertake any related tasks as requested by the Line Manager(s).

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- 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 law enforcement organisation and structure at strategic level;
- Knowledge in developing strategies and policies at strategic and/or ministerial level on internal security related issues;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience in working with civilian security institutions at strategic level;
- Experience as Senior Law Enforcement Officer;
- Experience in drafting legislative and regulatory texts;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ability to draft concept notes and develop projects;
- Ability to provide strategic analysis and formulate coherent policy recommendations displaying political sensitivity and sound judgement;
- Knowledge of the regional context.

<b>Position Name:</b> Senior Strategic Adviser on Organisational Consolidation (Police)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 37	<b>Location:</b> Bangui	<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 Senior Strategic Adviser on Organisational Consolidation (Police) reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompanying 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the National Police in the field of organisational and structural reform;
- To be the key interlocutor with the General Directorate of the National Police;
- To identify the inter-sectorial and interagency coordination requirements in the field of national security strategies and develop policy for the National Police.

### 3. General Tasks and Responsibilities:

- To identify and report on the 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 the tasks;
- To undertake any related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- 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 law enforcement organisation and structure at strategic level;
- French language skills: minimum level B1 (Independent User)
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience as Senior Law Enforcement Officer, preferably at HQ level;
- Experience in developing strategies and policies at strategic level;
- Experience in working with civilian security institutions at strategic level;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ability to draft concept notes and develop projects;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

<b>Position Name:</b> Strategic Adviser on Interoperability with Justice	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 41	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Operations Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Strategic Adviser on Interoperability with Justice reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and by the Mission Implementation Plan (MIP) by advising and accompanying local counterpart(s) on a strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security/justice permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers (e.g. Gender and Human Rights);
- To support the development of the institution Ministry of Justice in the field of its organisational reform;
- To be the key interlocutor with Ministry of Justice and local courts;
- To develop policies in line with local institution Ministry of Justice and local courts;
- To strengthen the daily relationship between the Justice actors and the Internal Security Forces in order to reinforce the penal chain and the rule of law.

### 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 law of at least 3years 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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor ; 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;
- Knowledge of legal reform process including the development of legal policy and legislation;
- Experience of designing and delivering training;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience in working with internal security agencies at strategic level;
- Experience in criminal procedures;
- Experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/SSR process;
- Experience in criminal justice reform either domestically or internationally;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ability to draft concept notes and develop projects;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- Knowledge of the regional context.

<b>Position Name:</b> Strategic Advisor on Interoperability with FACA (RCA Armed Forces)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 09	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Strategic Advisor on Strategic Advisor on Interoperability with FACA reports to the Head of Operations.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan 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 support the development of the local institution in the field of interoperability through appropriate activities;
- To be the key interlocutor with the coordinated local institution;
- To develop policies in line with the local institutions.

**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 Human Resources and Personnel Management;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience**

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

**7. Desirable Knowledge, Skills**

- Ability to draft concept notes and develop projects;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- Knowledge of the regional context.

<b>Position Name:</b> Gender Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> CA 43	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third</b> No

### 1. Reporting Line:

The Gender Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender equality, gender mainstreaming and Women, Peace and Security related dimensions;
- To advise on the gender mainstreaming processes, promote and facilitate the integration of a gender perspective within the functioning of the Mission as well as in the analysis, planning and conduct of Mission's activities;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and the implementation of the UN Security Council Resolutions on Women Peace and Security (WPS);
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- In coordination with the Mission's operational components, advise on the promotion of gender equality and gender-responsive policy among host state authorities in order to ensure that these aspects are integrated while being consistent in the Mission's Implementation Plan;
- To coordinate the Mission Gender focal point network;
- To be up to date on the situation related to gender equality and the Implementation of the WPS agenda in RCA;
- To monitor and analyse the gender situation and gender relations in the host state;
- To advise on the development and content of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating a gender perspective;
- To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the WPS agenda;
- To contribute to Mission's reporting and information flow on gender equality related aspects;
- To contribute to the identification and reports on lessons identified/learned and best practices within the field of gender;
- To support the induction training of Mission's staff members as required;

- To work proactively ensuring that the mission leadership and key staff are up to date with the gender related situation in the mission area;
- To Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda;
- To maintain contacts with key international stakeholders (including EU Delegation, EUTM RCA, MINUSCA, UN Women) and local actors in the field of gender and security, and to seek opportunities for enhanced coordination and cooperation regarding the Mission's activities related to gender. This may involve participating in coordination mechanisms and working groups;
- To work closely together with the Mission's Human Rights Adviser to ensure coordination of the cross-cutting human rights and gender related issues;
- To ensure development of and oversight over the implementation of the Mission Internal Gender Strategy, including gender focal point system.

### **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).

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

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

- Analytical skills and knowledge of conducting gender analysis;
- Communications skills;
- Training skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- Successfully completed one of the established training courses for gender advisers;
- Experience in developing projects, and to integrate a gender perspective into project plans;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice systems;
- Understanding of the role of the civil society sector.

<b>Position Name:</b> Planning, Evaluation and Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 05	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

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

**2. Main Tasks and Responsibilities:**

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with 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;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and developing new projects in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities;
- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- 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 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 research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection;
- French language skills: minimum level B2 (Independent User)
- English language skills: minimum level B2 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience in leading and communicating change management initiatives;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- N/A

<b>Position Name:</b> Mission Analytical Capability (MAC) Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 42	<b>Location:</b> Bangui	<b>Availability:</b> 13 July 2024
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission and is administratively line managed by the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Mission Analytical Capability (MAC) concept;
- To establish where required and as directed by the Head of Mission liaison arrangements with relevant counterparts;
- To provide input and draft Mission reports, including special reports;
- To disseminate MAC products internally and/or externally as directed by the Head of Mission and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
- To act upon the Head of Mission information and analysis requirements;
- To help if so directed with analysis related to hybrid threats including disinformation and/or other theatre-specific emerging challenges;
- To identify the specific dynamics and actors linked to the situation of the Area of Operations;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the area of operation and against the Mission, the host nation and EU interests, and to further develop the Missions' 'early warning' capacity on hybrid and other threats, in coordination with relevant actors in the Mission;
- To manage Mission interaction with EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity including the Hybrid Fusion Cell.

### 3. General Tasks and Responsibilities:

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

**4. Essential Qualifications and Experience:**

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

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

- Analytical skills and knowledge of information collection;
- Writing and reporting skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

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

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

- N/A



<b>Position Name:</b> MAC Analyst (Hybrid Threats)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 68	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The MAC Hybrid Threats Analyst reports to the Head of Mission and is administratively line managed by the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Mission Analytical Capability (MAC) concept;
- To identify, monitor, analyse and report on emerging and on-going hybrid and other threats/challenges in the area of operation and against the Mission and EU interests, and to further develop the Missions' 'early warning' capacity on hybrid and other threats, in coordination with relevant actors in the Mission;
- To establish where required and as directed by the Head of Mission liaison arrangements with relevant counterparts; To provide input and draft Mission reports, including special reports on hybrid threats;
- To disseminate MAC products internally and/or externally as directed by the Head of Mission and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
- To act upon the Head of Mission information and analysis requirements;
- To identify the specific dynamics and actors linked to the situation in the Area of Operation.

### 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 considerations in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

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

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

- Analytical skills and knowledge of information collection;
- Writing and reporting skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B2 (Independent User).

**6. Desirable Qualifications and Experience:**

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

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

- Russian language skills level B1 (Independent User).

<b>Position Name:</b> Head of General Support Services	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 69	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of General Support Services reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission Support on matters related to General Support Services;
- To lead, manage and coordinate the work and staff of the Mission General Support Services including logistics, transport, facility management, communications and information systems;
- To propose operational changes to improve the efficiency of the Mission General Support Services;
- To manage and supervise the budget allocated to General Support Services;
- To plan, develop and implement support services organisational strategies within the approved budget and timelines;
- To assess and plan Mission requirements in consultation and cooperation with Heads of Unit;
- To establish and maintain appropriate systems for measuring various aspects of assets management;
- To set goals and priorities for each unit in consultation with Heads of Unit;
- To identify, manage and report the risks arising from the implementation of specific processes, systems, and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 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 Qualification 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 coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to adapt new and emerging technologies to solve business and operational needs;
- French minimum level B1 (independent user).
- English minimum level B1 (independent user)

**6. Desirable Qualifications and Experience:**

- Master's Degree in management, logistics, engineering business administration, or other related subjects, or international/national certificate/diploma in management/leadership;
- Knowledge of Logistics/Supply Chain Management technologies such as Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- N/A

<b>Position Name:</b> Deputy Senior Mission Security Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 23*	<b>Location:</b> Bangui	<b>Availability:</b> 10 August 2024
<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 Deputy Senior Mission Security Officer reports to the Senior Mission Security Officer.

### 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 Unit;
- To support Mission members related to security measures and ensure all necessary actions are taken particularly in emergency cases;
- To assist the Senior Mission Security Officer 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 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.

### **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.

### **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;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

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

- Knowledge of the Mission area and potential security threats

## SECONDED/CONTRACTED POSITIONS

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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Finance Unit;
- To ensure sound and effective financial management of the Common Security Defence Policy Mission and the development of internal policies and procedures for finance;
- To define procedures for accounts, payments, petty cash, claims and other financial functions in a multicurrency system;
- To approve financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting;
- To limit financial risk by taking action and evaluate the local banking infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the relevant supervising authorities and all other relevant actors;
- To ensure that external audits are carried out and their recommendations implemented;
- To coordinate the preparations for the Missions' periodical budget, and liaise with Civilian Planning and Conduct Capability and Foreign Policy Instrument;
- To identify goods and services required to improve the efficiency of the unit and define the technical requirements for procurement;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects, including physical and electronic security of funds, and active, archived documents and transactions;
- 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Economics/Finance/Banking/Accounting or other related field; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years of experience at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities,
- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- Previous relevant professional experience in Africa.

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

- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills.

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> CA 16** CA 17**	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support/Procurement	<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.

### 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;

- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B2 (Independent User).

**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 programs;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System.
- International experience, particularly in crisis areas with multinational and international organisations.

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

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

<b>Position Name:</b> Communication and Information Systems (CIS) Officer	<b>Employment Regime</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> CA 21	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support/GSS/CIS	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The CIS Officer reports to the Head of General Support Services.

### 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).

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

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

- French language skills: minimum level B1 (Independent User);
- Experience with the ITIL (Information Technology Information Library) best practices;
- International experience, particularly in crisis areas, with multinational and international organisations.

### **7. 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;
- Category C driving license and experience driving vehicles with manual transmission.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> CA 52	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<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 Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

### 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's 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 organizations, 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.
- In the absence of the Armed Protection Instruction/Armourer, will take over his/her control of the armory (weapons, ammunition and equipment)

### 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 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:**

- Planning, and time-management skills;
- Analytical skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Validated license for armored vehicle or civilian driving license class C or C1.
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Firearms trained;
- International experience, particularly in crisis areas with multinational and international organizations.

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

- Knowledge of the Mission area and potential security threats.

<b>Position Name:</b> Mission Security Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Assistant Level (MSAL)
<b>Ref. Number:</b> CA 70	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security and Duty of Care Department/Security Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Assistant (MSA) reports to the Deputy Senior Mission Security Officer / Head of Security Office.

### 2. Main Tasks and Responsibilities:

- 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 manage the staff and the work of the Operations Room and supervise the local security operators of the contracted private security company;
- To develop and update Standard Operating Procedures related to the Operations room and the static security of the HQ;
- To effectively monitor the location and movement of all Mission members deployed in the field;
- To assess the security situation and provide input to all security related documents;
- To assist in security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- To assist and participate in regular security drills, communication tests and evacuation exercises;
- To provide briefings on matters affecting the security and safety of mission members and to ensure all staff is properly prepared for emergencies;
- To provide reports to the Deputy Senior Mission Security Officer / Head of Unit on all incidents affecting mission members and initiate necessary follow up action with the appropriate authorities;
- To provide appropriate response and assistance to mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- 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:**

- A level of secondary education attested by a diploma, complemented by specialised training OR equivalent and attested police or/and military OR education at a civilian security organisation AND;
- A minimum of 4 years of relevant professional experience, out of which 1-year experience of Field Security, after having fulfilled the education requirements;
- Firearms trained. If seconded, authorised to carry and use weapons in compliance with the applicable legal framework.

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

- Planning, and time-management skills;
- Analytical skills;
- Flexible with working times;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B1 (Independent User).

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

- Security studies (security studies, security and defense studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience in CSDP Missions or multi-national/international organisations;
- Validated license for armoured vehicle or civilian driving license class C.

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

- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- 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 (MSML)
<b>Ref. number:</b> CA 32**	<b>Location:</b> Bangui	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Security and Duty of Care Department/Medical Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Nurse reports to the Medical Adviser.

### 2. Main Tasks and Responsibilities:

- To assist, support and provide guidance to the Medical Adviser (MA) on all medical, administrative and welfare matters as required;
- To deputise the MA in his/her absence;
- To provide medical guidance to all staff members and undertake reporting and liaison requirements with Finance and Human Resources on sick leaves - both in and out of theatre;
- To prepare and perform medical briefings and training for all new and existing staff members as requested by the MA;
- To liaise with other relevant health care providers in 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);
- In close cooperation with the MA, to coordinate and support medical evacuations, other emergency medical support and care operations, and to assist in providing medical support during evacuations/repatriation, including escorting patients out of theatre;
- In support of the MA, to assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if staff members need (advanced) medical treatment due to illness or emergencies, in close cooperation with the external medical provider in attendance and the mission's insurance company;
- To take on responsibility for everyday medical activities such as diagnosing and identifying medical issues through appropriate medical procedures, deciding on treatment methods (preventive and/or curative) for staff members, maintaining the Medical Unit pharmacy, ordering and procuring medication, services and other supplies and responding to medical incidents and emergencies on a 24/7 basis;
- To ensure that the contents of Basic Life Support and Trauma Kits are present and up to date, manage and keep up to date other medical equipment and assets as instructed by the MA;
- To keep and maintain a database on all accidents, incidents and recorded illnesses - and to ensure compliance with data protection for sensitive data - in conformity with medical staff-patient confidentiality;
- To monitor the epidemiological and overall medical situation in theatre, promote preventive medical and occupational health measures including hygiene and recommendations for immunisations;

### **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 in medicine of at least 3 years attested by a diploma equivalent to level 6 in the qualification in the National Qualifications Framework or European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. minimum Bachelor's degree in Nursing;
- A minimum of 4 years of relevant professional experience, including hands-on experience in an A&E department, primary care, pre-hospital or intensive / anesthesia care or equivalent after having fulfilled the educational requirements;
- Provide a "Certificate of good standing" issued by a competent National Authority;
- Experience in emergency medicine;
- Experience in delivering training in emergency medicine, trauma and health care.

### **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;
- French Language skills: minimum level B1;
- English Language skills: minimum level B1.

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

- Experience with specialisation in Emergency Medicine, Primary Care, Intensive Care or Anaesthesia;
- Flight Medical and/or MEDEVAC experience;
- Diploma in (ATLS) Advanced Trauma Life Support, AMLS (Advanced Medical Life Support), PHTLS Prehospital Trauma Life Support). ACLS (Advance Cardiac Life Support) trained;
- Successful completion of MIMMS (Major Incident Medical Management and Support) training;
- Instructor Diploma in Cardio Pulmonary Resuscitation (CPR) support;
- International experience, particularly in crisis areas with multinational and/or international organisations

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

- Ability to perform under stress, in hostile environments and difficult circumstances;
- Ability to establish and to maintain effective working relationships as a team member;
- Knowledge of the Mission area of operations.