

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1 – Requirements and Job Descriptions**

<p align="center"><b>European Union Capacity Building Mission in Somalia (EUCAP SOMALIA) 1-2025 Call for Contributions</b></p>				
<b>Organisation:</b>	<b>EUCAP SOMALIA</b>			
<b>Job Location:</b>	<b>As indicated below</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
<b>Job Title/ Vacancy Notice</b>	<b>Ref.</b>	<b>Name of the Post</b>	<b>Location</b>	<b>Availability</b>
	<b><u>Seconded (24)</u></b>			
	SOM-9004	Document Manager	Mogadishu	ASAP
	SOM-9005	Executive Officer to DHoM/CoS	Mogadishu	ASAP
	SOM-9024	Head of Planning, Reporting and Evaluation Division	Mogadishu	ASAP
	SOM-9025	Planning and Evaluation Officer	Mogadishu	ASAP
	SOM-9027	Senior Reporting Officer	Mogadishu	ASAP
	SOM-9028	Reporting Officer	Mogadishu	ASAP
	SOM-9033	Project Manager	Mogadishu	ASAP
	SOM-9031 SOM-9151	Project Manager	Mogadishu	ASAP
	SOM-9035	Press and Public Information Officer	Mogadishu	19/03/2025
	SOM-9110	Deputy Head of Operations	Mogadishu	20/05/2025
	SOM-9111	EUDEL Liaison Officer	Mogadishu	ASAP
	SOM-9115	Senior Operations Coordinator/ Legal Reform Adviser	Mogadishu	01/07/2025
	SOM-9119	Senior Maritime Adviser	Mogadishu	ASAP
	SOM-9122 SOM-9123	Maritime Adviser	Mogadishu	15/04/2025 ASAP
	SOM-9125	Legal Reform Adviser	Mogadishu	ASAP

	SOM-9132	Police Adviser	Mogadishu	14/06/2025
	SOM-9163	Senior Police Adviser	Mogadishu	13/03/2025
	SOM-9138	Head of Field Office Somaliland	Somaliland	02/04/2025
	SOM-9141	Senior Maritime Adviser	Somaliland	ASAP
	SOM-9159 SOM-9160 SOM-9161	Maritime Adviser	Puntland	ASAP

	<b>Seconded/Contracted (8)</b>			
	SOM-9019 SOM-9020 SOM-9021 SOM-9022	Human Resources Officer	Mogadishu	ASAP 22/04/2025 ASAP 01/05/2025
	SOM-9058	CIS Officer	Mogadishu	ASAP
	SOM-9071	Mission Security Officer/Head of Section	Mogadishu	ASAP
	SOM-9153	Administrative Officer	Somaliland	ASAP
	SOM-9168	Administrative Officer	Puntland	ASAP
<b>Deadline for Applications:</b>	<b>Friday 7 February 2025 at 17:00 (Brussels time)</b>			
<b>Applications must be submitted via:</b>	<p>1. <b>You have the nationality of an EU Member State:</b> You must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login:  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) You do not have a Goalkeeper account or an EU Login:  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p>2. <b>You do not have the nationality of an EU Member State:</b>  <u>only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</u>  <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>			

## **High Risk Non-Family Mission**

EUCAP Somalia bears a High Risk Non-Family Mission status due to the present risk rating of the mission area as high, according to the SIAC risk rating table. 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 present tour of duty or contract.

**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, including 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).

**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.

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 the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for [Mission], 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:

**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.

**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 advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

**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).

#### 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 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 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** – Knowledge of 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) or Certificate of Good Conduct** – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent national Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called ***Certificate of good conduct***).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the ***Certificate of good conduct***, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

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.

**Medical certificate** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify 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 requested for a specific position may result in failure of the selection process.*

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

**Equal opportunities** – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

**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 putting forward candidates 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.

## V. JOB DESCRIPTIONS

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

## SECONDED POSITIONS

<b>Position Name:</b> Document Manager	<b>Employment Regime:</b> Secoded	
<b>Ref. Number:</b> SOM-9004	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission/Deputy Head of Mission/Head of Mission Office	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Document Manager reports to the Deputy Head of Mission.

### 2. Main Tasks and Responsibilities:

- To develop, implement and manage a comprehensive records management programme/Mission filing plan for (a) unclassified/classified documents and (b) paper and electronic files, in accordance with European Union External Action Service (EEAS) Information Security and Data Protection regulations, EEAS Archives and Document Management standards;
- To be responsible for the collection, filling and preservation of manual and electronic records (classified and registered access material) to ensure timely access of documents, quality control measures are in place and metadata is introduced;
- To draft and review the Mission Document Management Standard Operating Procedures in accordance with EEAS, Civilian Planning and Conduct Capability (CPCC) Information Security and Data Protection regulations and Document Management standards;
- To recommend and implement new technology applications for archiving and document management;
- To provide advisory services on recordkeeping practices including needs and business process analysis;
- To provide basic-level training to the Mission staff on the use of the Electronic Mission Document Management system;
- To apply retention policies, ensure registration, physical aspects of records storage and transfers meet established standards;
- To promote the importance of documents and archiving management as key Mission resources and provide information management expertise to Mission projects and programmes;
- To ensure, in collaboration with Reporting, INFO security and CIS that all Mission Member have easy access to Mission key documents according to their level of authorization, such as OPLAN, EEAS documents, CivOpsCdr guidelines and instructions, Mission SOPs, HoM's instructions and decisions, etc.;
- To ensure that the Mission has a right tool for knowledge management and key documents for the work of the mission, across departments and accessible (institutional memory) for mission members; To participate in budget drafting and facilitate procurement activities;
- To supervise the closure of files and the preparation of the transfer of Mission's archives to EEAS and the European Commission/Foreign Policy Instrument (FPI) by the end of the mandate or when required (including destruction of non-official documents);
- To ensure the correct transfer of the Mission archive to EEAS/FPI;
- To create an archive of all mission documents in a transparent, easy accessible and comprehensive way.

### 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:**

- Ability to develop policies and procedures to comply with legislation and good practice;
- Knowledge of electronic records management practices and documents management platforms, such as M-files.
- Analytical skills and knowledge of information collection.

**6. Desirable Qualifications and Experience:**

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

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

- Professional knowledge of complex electronic data processing systems;
- Knowledge of EEAS Security Regulations, Data Protection Legislation, and Council Archives and records management standards.

<b>Position Name:</b> Executive Officer to DHoM/CoS	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-9005	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Head of Mission/Deputy Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

**1. Reporting Line:**

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

**2. Main Tasks and Responsibilities:**

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

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND  
A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

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

**6. Desirable Qualifications and Experience:**

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

<b>Position Name:</b> Head of Planning, Reporting and Evaluation Division	<b>Employment Regime:</b> Seconded/Contracted	
<b>Ref. number:</b> SOM-9024	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff / Planning, Reporting and Evaluation Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Division, to produce the Mission operational planning, reporting and analysis requirements, including, the monthly, six-monthly and special reports and to ensure that project management activities are in line with the mission mandate;
- To compile, ensure consistency and update the Mission Implementation Plan in coordination with the Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the Mission operational and cooperation/coordination functions;
- To supervise and support the analysis and drafting of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow within the Mission to the Civilian Planning and Conduct Capability, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To coordinate and support the Mission's Leadership on the Mission's mandate assessments, reviews and development of the Mission's main planning document (Operational Plan - OPLAN);
- To supervise the risk management collection procedure and support the Chief of Staff on the Mission's Risk Management process;
- To supervise the Mission's lessons learned process and be the Mission's Point of Contact with the Civilian Planning and Conduct Capability on Knowledge Management 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 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 2 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Report compilation, drafting, analytical and research skills;
- Knowledge about functioning of CFSP and civilian CSDP-related operational planning, methodologies, processes, and formats;
- Knowledge and experience in benchmarking methodologies and Lessons Learned processes;
- Knowledge and experience in monitoring and evaluation processes and methodologies.

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

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in the area of knowledge management, organisational learning or policy development;
- International experience, particularly in crisis areas with multinational and international organisations;
- Project management and risk management qualification/Certification.

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

- Analytical capability and profound knowledge of information collection and analytical methods;
- Experience in International Organisation's planning processes.

<b>Position Name:</b> Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9025	<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> NOT REQUIRED	<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 support the Mission's chain of command in the conduct of the Mission's mandate reviews and develop the main planning document and assessments;
- 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 with the Mission Project Cell to support the identification and development of new projects in line with the Mission's 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 MIP progress 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, evaluation and report 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.
- To coordinate the Planning and Evaluation Office, by proposing the organisation, development and follow-up on the Division's Planning and Evaluation products.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Knowledge about functioning of the CSDP-related issues, and civilian operational planning, methodologies, processes, and formats;
- Analytical skills and knowledge of information collection;
- Drafting and research skills;
- Communication and presentation skills;
- Knowledge and experience in benchmarking methodologies;
- Knowledge and experience in monitoring 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;
- Knowledge in Risk Management;
- Knowledge in Project Management;
- A previous relevant professional experience in Africa.

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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

### 5. Essential Knowledge, Skills and Abilities

- Drafting and editing skills;
- Communication and presentation skills;

- Analytical capability and knowledge of information collection;
- Knowledge in Risk Management process.

**6. Desirable Qualifications and Experience:**

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

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

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



<b>Position Name:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9029	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Planning, Reporting and Evaluation Division/ Reporting Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

#### 8. Reporting Line

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

#### 9. 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;
- To produce timely and accurate periodic and ad-hoc reports, in respect of the Mission's reporting chain, for submission to the Mission's chain of command;
- To contribute to the development and regular update 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.

#### 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 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.

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

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Understanding on how to develop and implement baseline surveys, monitoring and evaluation exercises;
- Knowledge in Knowledge Management methodologies.

#### 13. Desirable Qualifications and Experience:

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

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

- 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>Post Category for Contracted:</b>
<b>Ref. Number:</b> SOM-9033	<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> NOT REQUIRED	<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 provide advice and support during the initiation phase, or the approval of any design changes, for projects with infrastructure/technical components, for ensuring accurate estimates and embedment of sustainability into the overall planning in all mission locations;
- To provide support with the review of designs and technical specifications of all rehabilitation components and structures to ensure they are in accordance with established and applicable international standards;
- To provide support with the review of calculation of quantities, estimation and preparation of Bill of Quantities for all rehabilitation components and structures to ensure they are in accordance with established and applicable international standards and to ensure that economical and quality materials are purchased;
- To be responsible for day-to-day oversight of work activities, advising and providing technical support and quality assurance on the implementation;
- To provide assistance in the oversight of QA/QC site visits and materials testing reports to ensure sampling, testing and inspection of materials are carried out regularly and works are implemented in compliance with the approved design technical specifications;
- To provide support in the draft preparation or review, as necessary, ToRs for technical consultancies and subcontracts, and assist in the selection and recruitment processes;
- To undertake technical review and provide quality assurance of project outputs (e.g. technical reports, studies and assessments);
- To provide training and knowledge transfer including advice on good construction practices, environmental management practices, and appropriate health and safety standards during construction;
- To ensure oversight and management of contractors carrying out the rehabilitation works;
- To participate in approval and inspection activities;
- To check contractor's claims and submittal against its accuracy and reality, and make recommendations;
- To report all errors, omissions, discrepancies and deficiencies to the line management and record them on in an accurate manner;
- To ensure that Project Section's paper and electronic archive, as well as dedicated databases, are properly managed and updated.
- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain a record of the Mission's project history and ongoing activities;

- To conduct, upon project completion, 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 action;
- To prepare plans for the sustainability of projects with infrastructure elements, including through designing and actively supporting the delivery of the training programs adapted to local contexts;
- To undertake any other related tasks as required by the Line 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 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; The qualification should be in Building Construction, Construction Management, Civil Engineering or related relevant discipline  
AND
- A minimum of 4 years of relevant professional experience, in the field of construction projects, after having fulfilled the education requirements.

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

- Project management skills;
- Experience in managing or supervising construction activities on a range of projects requiring the coordination of multiple contractors and multiple trades simultaneously;
- Ability to provide technical and procedural advice in a broad range of engineering areas;
- Ability to direct and mentor technical trade personnel.

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

- Project management training/certification, such as APM, PPM, PRINCE2 or equivalent;
- Previous relevant professional experience in Africa.

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

- Knowledge on designing, implementation, monitoring construction projects;
- Knowledge of AutoCAD and MS Project or equivalent CAD and project management software;
- Knowledge on stakeholder engagement/management in post conflict or developing countries;
- Familiarity with relevant EU Rules and Regulations;
- Knowledge of project management methodologies, such as PM<sup>2</sup> or equivalent, for EU funded projects;
- 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.

<b>Position Name:</b> Project Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9031 SOM-9151	<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> NOT REQUIRED	<b>Open to Contributing Third States:</b> Yes

#### 8. Reporting Line

The Project Manager reports to the Head of Project Cell.

#### 9. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation, particularly related to Federal Darwish training, equipping and where applicable support for deployment
- To actively support the onsite delivery in the training camp of the Federal Darwish project in all its components by liaising and integrating with teams from the different units of the mission and expediting project related administrative and logistical elements;
- To act as contact point and responsible for implementation of contracts of supplies and services, especially related to Federal Darwish training project;
- To ensure stakeholder management, accurate communication and efficient facilitation during onsite activities of the Federal Darwish training project;
- To perform contractual related camp management activities linked to the training facilities for Federal Darwish project;
- 
- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- 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 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 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;
- To provide support for the preparation of the handover of the equipment to beneficiaries and to organise the physical delivery 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.

**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 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.

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

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

**13. Desirable Qualifications and Experience:**

- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Experience related to delivery of training in police or military organizations;
- Experience related to planning and implementation of large training, equipping, deploying projects for police or military organizations;
- International experience, particularly in crisis areas with multinational and international organisations.

**14. 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> Press and Public Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9035	<b>Location:</b> Mogadishu	<b>Availability:</b> 19/03/2025
<b>Component/Department/Unit:</b> Chief of Staff Department/ Press and Public Information Office	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Press and Public Information Officer reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To act as Mission spokesperson, in the absence of the Senior Press and Public Information Officer, and communicate the work of the Mission to the public as required;
- To contribute to the drafting and implementation of the Communication and Information Strategy of the Mission;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases, public statements, articles and features;
- To produce public information material for the mission, including design of printed material (brochures, flyers, factsheets etc.) and audio-visual products;
- To organise contract/tender/designs for Mission visibility items on request of the Senior Press and Public Information Officer;
- To be the focal point for press and public information work;
- To coordinate with the press offices of other EU actors in the host state;
- To take photos, arrange and update the photo archives of the Mission;
- To contribute to social media monitoring and publication planning;
- To assist in analysing the Mission's public impact and contribute to make the Mission better known to the public and to key interlocutors in all 3 Field Offices;
- To ensure that the Mission Members in the Field Offices are effectively briefed on the Mission's mandate, media handling issues, the media guidelines and the wider public image of the Mission.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or other related field; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills.

**6. Desirable Qualifications and Experience:**

- Experience in the field of institutional communication;
- Proficiency with social media management and graphic design software production for photos, audio-visual and graphics (Adobe suite);
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Local press and media environment awareness.



<b>Position Name:</b> Deputy Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-9110	<b>Location:</b> Mogadishu	<b>Availability:</b> 20/05/2025
<b>Department/Division/Section:</b> Operations Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Operations reports to the Head of Operations (HoOps).

### 2. Main Tasks and Responsibilities:

- To support the Head of Operations in the implementation of Mission operational components and activities [incl. Field Offices], units and teams, ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To deputise in the absence of the Head of Operations;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisers to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- 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;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.
- To lead the team of Mission's operational advisers in view to facilitate the necessary policy and legal frameworks for maritime civilian law enforcement are in place;
- To ensure roles and responsibilities are clearly defined between civilian law enforcement agencies, line ministries and other relevant actors, at the federal and regional levels;
- To ensure that Somali capacities, at both federal and regional level, are sufficiently equipped to cover the range of coast guard functions, including countering piracy, thereby delivering security to enable the economic development of the maritime sector;
- To ensure that Mission staff members working under the Head of Operation' responsibility are periodically updated on Mission's mandate implementation progress;
- To identify, manage and report the risks arising from the specific

processes/systems/projects  
implemented under his/her responsibility.

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

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

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, out of which a minimum of 5 years at coordination/management level, after having fulfilled the education requirements.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Understanding of peace stabilisation mechanisms and conflict prevention;

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

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

<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> NOT REQUIRED	<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;
- Knowledge of CFSP and CSDP-related issues and functioning of the Union.

**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/ Legal Reform Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-9115	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/07/2025
<b>Department/Division/Section:</b> Operations Department/ Rule of Law Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Operations Coordinator/Legal Reform Adviser reports to the Deputy Head of Operations.

### 2. Main Tasks and Responsibilities:

- To coordinate work in Rule of Law Unit, including all Rule of Law activities within the mission and all activities conducted by Legal Reform Advisors and Legal Officers to ensure a mission-wide, systematic, coordinated and strategic approach when delivering on the Rule of Law related tasks;
- To coordinate and cooperate closely with the other Senior Advisors in the Operations Coordination Team;
- To advise the Head of Operations regarding the mission activities in the area of Rule of law and regarding identified host state needs in the field of Rule of Law and recommended support by the Mission;
- To coordinate at Federal and Regional level the work on local legislative/normative/regulatory frameworks and ensure a consistent approach, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities;
- To provide advice to Heads of Field Offices on Rule of Law Advisory technical quality control in order to promote functional coherence among all Field Offices;
- To give - on substance related matters - strategic guidance and direction on legal reform topics and on Rule of Law Advisory in order to promote functional coherence among all Legal Reform Advisors and Legal Officers in the Field Offices;
- In coordination with the Mission's Coordination and Cooperation capability, to closely coordinate with other EU/international actors involved in this field;
- To coordinate the work of the advisors in the area of criminal justice chain and police-prosecutor co-operation, in particular in regards to (maritime) criminal investigations and prosecution between law enforcement agencies, prosecutors and courts;
- To coordinate the work of the advisors in the area of sustainable training and organisational systems for judges, prosecutors and other justice system officials and personnel of civilian maritime law enforcement agencies;
- To coordinate the work of the advisors in the area of sustainable legal training for law enforcement, judicial and other authorities, including the development and organisation of integrated courses to improve the coordination and cooperation between the (maritime) law enforcement agencies, prosecution and courts;
- To coordinate the work of the advisors in identifying and reporting on lessons and best practices within the field of criminal justice, with particular reference to maritime related crime;
- To coordinate and provide the input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To support host state authorities as directed by the Head of Operations;
- To support Operations Departments' contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance;
- To contribute to Mission induction training of Mission personnel regarding Rule of Law activities as required;
- To identify and report on lessons and best practices within the field of responsibility;

- To coordinate the work of the advisors in the area of legal research;
- To support activity across all lines of operations;
- To participate as required in duty trips in the area of operations of the Mission, including other high-risk areas.

### **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. Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma in law OR a qualification in the National Qualifications Framework in law 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 in law, e.g. Master's Degree; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Knowledge of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Critical thinking and active listening;
- Comprehensive reading and analytical skills;
- Complex problem-solving skills;
- Legal drafting skills;
- Teaching and advisory skills.

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

- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Experience in criminal justice reform either domestically or internationally;
- Experience in mentoring or conducting legal training;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Experience as a practising lawyer, preferably in the field of criminal justice.

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

- Political acumen;
- Knowledge of maritime law, fishery law, ISPS code, shipping law trafficking/human smuggling and environmental law of the sea;
- Knowledge of constitutional law;
- Knowledge about Sharia Law, Xeer/Heer and alternative dispute resolution systems.

<b>Position Name:</b> Senior Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9119	<b>Locations:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Field Office Mogadishu/ Maritime Security Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Maritime Adviser reports to the Head of Field Office Mogadishu.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan 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 design and deliver training;
- To provide advice, guidance, mentoring and training on topics related to the coast guard and port security functions;
- To establish efficient working relationships at strategic level with all the key stakeholders involved in the Somali coast guard and port security capacity development, including UNSOM and UNODC and complementing their activities on Coast Guard and Port security development at strategic level;
- To deliver maritime training, expert advice and mentoring as required in maritime skills (navigation, seamanship, engineering, communications, etc.);
- 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 contribute to the elaboration of Standard Operational Procedures (SOPs), in particular in relation to the maritime boat operations in the 9 – 30m range;
- 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 develop working groups with the maritime law enforcement services training officers to plan implement and improve the training and train the trainer activities;
- 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 provide input to the development and regular updating of the Mission Implementation Plan in the field of education and training;
- To support host state authorities in developing education and training strategies/policies/plans/curricula/training institutions;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- 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;
- Previous experience in the delivery of education and training connected to the coast guard functions;
- Experience of working in the field of maritime safety and/or security;
- Sound knowledge of maritime law;
- Good understanding of policies and organisational aspects of Coast Guard functions, maritime administration and maritime security;
- Good knowledge of Human Rights and Gender practices;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement/maritime security matters.

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

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

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

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



<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number :</b> SOM-9122 SOM-9123	<b>Location:</b> Mogadishu	<b>Availability:</b> 15/04/2025 ASAP
<b>Department/Division/Section:</b> Operations Department/ Field Office Mogadishu/ Maritime Security Unit	<b>Level of Security Clearance:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Maritime Adviser reports to the Head of Field Office Mogadishu.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan 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> Legal Reform Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9125	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Rule of Law Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Legal Reform Adviser reports to the Senior Operations Coordinator/Legal Reform Adviser.

### 2. Main Tasks and Responsibilities:

- To work in close cooperation with the Legal Advisers, Chain of Prosecution Advisers, Strategic Advisers and Police and Maritime Advisers;
- To support the enhancement of cooperation and coordination in the conduct of maritime crime investigations and prosecution between law enforcement agencies, prosecutors and courts;
- To strengthen the first level of the criminal justice chain, excluding the correctional system;
- To advise local counterparts on legislation and best practices relevant to police/prosecutor cooperation particularly in the maritime sector;
- To liaise with other international actors;
- To analyse, assess and advise on legislative frameworks governing the justice system in relation to crimes at sea, maritime security (including the ports) and laws regulating maritime affairs/governance including IUU fishing and, as necessary, give expert recommendations;
- To support the development of legal drafting capabilities by mentoring, advising and training;
- To strengthen the Criminal Justice Chain and facilitate police-prosecutor co-operation, in particular to enhance the cooperation and coordination in the conduct of (maritime) criminal investigations and prosecution between law enforcement agencies, prosecutors and courts though advising, e.g. on sustainable legal training for law enforcement, judicial institutions and other authorities, including the development, organisation and conduct of specialised and integrated courses based on a Train to Trainer approach;
- To ensure timely reporting and information flow on justice issues;
- To contribute to identifying and reporting on lessons and best practices within the field of criminal justice, with particular reference to maritime related crime;
- To conduct legal research as necessary;
- To support Legal advisers in the drafting of legislation, as appropriate;
- To support activity across all lines of operations;
- To be embedded with a local institution/Ministry;
- To participate as required in duty trips in the area of operations of the Mission, including other high-risk areas;
- To advise on the promotion of international legal standards and best practices in relation to crimes at sea, maritime security and laws regulating maritime affairs/governance including Illegal, Unreported and Unregulated (IUU) fishing among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To mentor and advise the Somali judiciary authorities and civilian maritime law enforcement agencies staff in order to improve their skills and entrench relevant training received into their everyday working practices;
- To build strong working relationships with justice system actors in Somalia and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities) focused on crimes at sea;
- To monitor and analyse the justice situation in the host state;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors.

### **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 in law 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:**

- Knowledge of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Knowledge of Maritime Law, including relevant conventions, such as UNCLOS and IMO conventions and experience in implementation of international conventions;
- CSDP experience in the areas of Monitoring, Mentoring and Advising.
- Sound knowledge of EU Maritime Strategy and related policies;
- Knowledge of policies, legislative, regulatory and organisational aspects of Coast Guard functions, maritime administration and maritime security;
- Experience in mentoring or conducting legal training;
- Legal drafting skills.

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

- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Experience in criminal justice reform either domestically or internationally;
- Experience in Maritime Law and/or Maritime Administration;
- International experience, particularly in crisis areas with multinational and/or international organizations.

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

- Knowledge of constitutional law, human rights law
- Critical thinking and active listening;
- Complex problem-solving skills;
- Knowledge in developing and providing effective eLearning courses.
- Good knowledge of Human Rights and Gender practices.

<b>Position Name:</b> Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-9132	<b>Location:</b> Mogadishu	<b>Availability:</b> 14/06/2025
<b>Department/Division/Section:</b> Operations Department/Field Office Mogadishu/Police Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<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);
- Ability to accompany and motivate local counterparts.
- Military, Gendarmerie or robust police background and the ability to translate this in training and lessons plans.

<b>Position Name:</b> Senior Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9163	<b>Location:</b> Mogadishu	<b>Availability:</b> 13/03/2025
<b>Department/Division/Section:</b> Operations Department/Field Office Mogadishu/Police Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

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

**6. Desirable Qualifications and Experience:**

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

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

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



<b>Position Name:</b> Head of Field Office Somaliland	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9138	<b>Location:</b> Somaliland	<b>Availability:</b> 02/04/2025
<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;
- Knowledge of CFSP and CSDP-related issues and functioning of the Union.

<b>Position Name:</b> Senior Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9141	<b>Locations:</b> Somaliland	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/ Field Office Somaliland/ Maritime Security Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Maritime Adviser reports to the Head of Field Office Somaliland.

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in

the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9159 SOM-9160 SOM-9161	<b>Location:</b> Puntland	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Field Office Puntland / Maritime Security Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Maritime Adviser reports to the Head of Field Office Puntland.

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

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

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

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

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

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

<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-9019 SOM-9020 SOM-9021 SOM-9022	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP 22/04/2025 ASAP 01/05/2025
<b>Component/Department/Unit:</b> Chief of Staff Department/ Human Resources Section	<b>Security Clearance Level:</b> NOT REQUIRED	<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> 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> ASAP
<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 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> Mission Security Officer/ Head of Section	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. number:</b> SOM-9071	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department/ Security Division/ Mogadishu Security Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To assist the Head of SDCD in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assist the DSMSO in administration-related matters regarding the MSO's and Mission Security Assistants (MSA), especially the management of Leaves;
- To perform the tasks of acting DSMSO in case both the SMSO and the DSMSO are out of Fiel-Office Mogadishu;
- To assess the security situation and to provide comprehensive reports to the Head of SDCD 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 mentor more specifically the new MSO's and MSA's appointed in SDCD.

### 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:**

- 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 trained;
- Authorised to carry an issued personal firearm, used for purposes of self-defence.

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

- Knowledge of potential security threats in the Mission area.

<b>Position Name:</b> Administrative Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-9153	<b>Location:</b> Somaliland	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Field Office Somaliland/ Support Office	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Administrative Officer reports to the Head of Field Office Somaliland.

### 2. Main Tasks and Responsibilities:

- To assist the Head of Field Office in identifying, developing and implementing relevant policies, Standard Operating Procedures and guidelines for support functions in the field office;
- To assist the Head of Field Office in scheduling support related activities;
- To verify reports, data and information in the support reporting structure;
- To administer and distribute relevant reports and required information to internal and external functions;
- To write minutes of meetings and follow up on tasks within support functions of the field office;
- To coordinate internal communication and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents as requested;
- To maintain office services by assisting the Head of Field Office in organising office operations and procedures, reviewing supply requisitions;
- To contribute to the maintenance of the filing system to meet administrative, legal and financial requirements;
- To verify the legality and regularity of transactions prior to authorising transactions (i.e. commitments, payments, Recovery order);
- To ensure the reporting, verifying the integrity of the imprest accounts, their accuracy and their on-time delivery.
- 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 coordinate on financial issues with authorities and all other relevant actors (banks etc.).
- To assist with contracting and procurement matters and procedures;
- To prepare and process finance and procurement documents for invoice handling, budget management, purchasing and procurement.
- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To provide logistical support to all Mission members for assets required to fulfil their tasks, e.g. computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the region, ensuring systems are in place for replacement and repair.
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To oversee and actively manage the Mission's receiving and inspection process, storage and issuing of items from various stores
- To liaise with national customs authorities regarding the clearance of Mission equipment, including facilitating smooth import of Mission equipment

- To identify goods and/or services requirements and technically define the requirements to correspond to the process to procure goods and services;
- To perform HR related functions- attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements

### **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:**

- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality;

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

- Knowledge of current technologies used for Administration such as Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Reporting skills;
- Knowledge of EU financial regulations;
- Knowledge of basic accounting and finance.
- Knowledge of Facilities Management tasks and responsibilities.

<b>Position Name:</b> Administrative Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-9168	<b>Location:</b> Puntland	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Field Office Puntland/ Support Office	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Administrative Officer reports to the Head of Field Office Puntland.

### 2. Main Tasks and Responsibilities:

- To assist the Head of Field Office in identifying, developing and implementing relevant policies, Standard Operating Procedures and guidelines for support functions in the field office;
- To assist the Head of Field Office in scheduling support related activities;
- To verify reports, data and information in the support reporting structure;
- To administer and distribute relevant reports and required information to internal and external functions;
- To write minutes of meetings and follow up on tasks within support functions of the field office;
- To coordinate internal communication and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents as requested;
- To maintain office services by assisting the Head of Field Office in organising office operations and procedures, reviewing supply requisitions;
- To contribute to the maintenance of the filing system to meet administrative, legal and financial requirements;
- To verify the legality and regularity of transactions prior to authorising transactions (i.e. commitments, payments, Recovery order);
- To ensure the reporting, verifying the integrity of the imprest accounts, their accuracy and their on-time delivery.
- 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 coordinate on financial issues with authorities and all other relevant actors (banks etc.).
- To assist with contracting and procurement matters and procedures;
- To prepare and process finance and procurement documents for invoice handling, budget management, purchasing and procurement.
- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To provide logistical support to all Mission members for assets required to fulfil their tasks, e.g. computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the region, ensuring systems are in place for replacement and repair.
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To oversee and actively manage the Mission's receiving and inspection process, storage and issuing of items from various stores
- To liaise with national customs authorities regarding the clearance of Mission equipment, including facilitating smooth import of Mission equipment



- To identify goods and/or services requirements and technically define the requirements to correspond to the process to procure goods and services;
- To perform HR related functions- attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements

### **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:**

- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality;

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

- Knowledge of current technologies used for Administration such as Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Reporting skills;
- Knowledge of EU financial regulations;
- Knowledge of basic accounting and finance.
- Knowledge of Facilities Management tasks and responsibilities.