

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p align="center">European Union Advisory Mission in the Central African Republic EUAM RCA 2-2024 Call for Contributions Requirements and Job Descriptions</p>				
Organisation:	European Union CSDP Advisory Mission in the Central African Republic			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (no. 19)</u>			
	CA 76	Project Manager	Bangui	ASAP
	CA 34*	Chief of Staff	Bangui	8 January 2025
	BSE 1	Brussels Support Element (BSE) Policy and Liason Officer	Brussels	ASAP
	CA 44	Human Rights Adviser	Bangui	ASAP
	CA 51	Press and Public Information Officer	Bangui	ASAP
	CA 68	Mission Analytical Capability Analyst	Bangui	ASAP
	CA 35	Head of Operations	Bangui	1 March 2025
	CA 38	Strategic Adviser on Human Resources and Personnel Management (Police)	Bangui	ASAP
	CA 08	Senior Strategic Adviser on Organisational Consolidation (Ministry of Interior)	Bangui	ASAP
	CA 36	Senior Strategic Adviser on Organisational Consolidation (Gendarmerie)	Bangui	ASAP
	CA 80	Strategic Adviser to Security Sector Reform	Bangui	ASAP
	CA 41	Strategic Adviser on Interoperability with Justice	Bangui	ASAP
CA 83	Trainer on Leadership Management (Gendarmerie)	Bangui	ASAP	
CA 90	Trainer of Trainers	Bangui	ASAP	

Job titles/ vacancy notice:	CA 40	Strategic Adviser on Training (Police)	Bangui	ASAP
	CA 81	Trainer on Leadership Management (Police)	Bangui	ASAP
	CA 82	Trainer for Judicial Police	Bangui	ASAP
	CA 11	Head of Mission Support	Bangui	ASAP
	CA 15	Finance Officer	Bangui	ASAP
	<u>Seconded/Contracted (no. 6)</u>			
	CA 21	Communication and Information Systems (CIS) Officer	Bangui	ASAP
	CA 23	Deputy Senior Mission Security Officer	Bangui	ASAP
	CA 27	Mission Security Officer – Field Security Instructor (MSO -FSI)	Bangui	ASAP
	CA 67 CA 74	Armed Protection Operator	Bangui	ASAP 19 February 2025
	CA 33	Nurse	Bangui	ASAP
Deadline for applications:	Thursday 19 December 2024 at 17:00 (Brussels time)			
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>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.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Inge VAN DE VOORDE cpcc-euam-car@eeas.europa.eu +32 (0)2 584 54 80</p>			

* Availability of post is subject to the acceptance of extension request

High Risk Non-Family Mission

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

Certificate/booklet of vaccination – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

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-learnings>.

HEAT Training - Candidates must have undergone a certified Hostile Environment Awareness Training (four to five days residential training) no more than five years ago.

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

Position Name: Project Manager	Employment Regime: Seconded	
Ref. Number: CA 76	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission	Security Clearance Level: CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line

The Project Manager reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To ensure project proposals are in line with Mission programmes and coordinated internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To 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.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Teamwork skills;
- Time management skills;
- Problem solving skills;
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU Financial Regulations;
- French language skills: minimum level B1/B2 (Independent User).

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: CA 34*	Location: Bangui, CAR	Availability: 8 January 2025
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Chief of Staff reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To supervise the Office of the Chief of Staff and the following units: Planning, Reporting and Evaluation as well as Communication;
- To administratively coordinate the advisers to the Head of Mission (Legal, Political, Human Rights, Gender and Spokesperson), the Mission Analytical Capability and the Human Resources unit;
- To manage the Mission headquarters functions ensuring all aspects are globally considered for Head of Mission decision-making and for the analysis of the internal reporting of Mission activities;
- To ensure all Mission activities are consistently planned, supported and executed in a qualitative manner;
- To organise the regular senior management team meetings, all staff meetings, periodic Mission implementation meetings;
- To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political and security situation in the Mission area;
- To ensure liaison and coordination are maintained with the EU Delegation, EU member states;
- To ensure liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders;
- To ensure Mission Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To contribute to the 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;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior 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;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Master's degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- 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.

7. Desirable Knowledge, Skills and Abilities:

N/A

Position Name: Brussels Support Element (BSE) Policy and Liason Officer	Employment Regime: Seconded	
Ref. Number: BSE 1	Location: Brussels, Belgium	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/CPCC	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Brussels Support Element (BSE) Policy and Liason Officer reports to the Chief of Staff and functionally supports and works with the Conduct of Operations Division, Civilian Planning and Conduct (CPCC).

2. Main Tasks and Responsibilities:

- To liaise and maintain close coordination between the Mission and CPCC, the European Union External Action Service and EU Member States;
- To follow and coordinate political developments of interest to the Mission with EU institutions and interlocutors in close cooperation with the CPCC Desk;
- To provide analysis on the Mission mandate implementation;
- To inform and advise CPCC on relevant aspects of Mission operations;
- To contribute to reporting, drafting and planning of Mission documents;
- To support CPCC Operations desk and contribute to briefings, reports, meetings, read-outs, and notes etc.;
- To contribute to CPCC presentations to Brussels-based working groups and other actors;
- To support Mission visit's to Brussels, EU capital's and vice versa;
- To be embedded within Civilian Planning and Conduct Capability (CPCC);
- To visit the Mission area of operations regularly.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical and reporting skills;
- Networking skills;
- French language skills: minimum level B1/B1 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of international actors in the field of crisis management.

Position Name: Human Rights Adviser	Employment Regime: Seconded	
Ref. number: CA 44	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender equality, gender mainstreaming and Women, Peace and Security related dimensions;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To ensure all human rights aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To advise the Head of Mission on human rights due diligence framework;
- To advise on the development and management of strategic communications with regards to human rights;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- In close coordination with the Mission's operational components, to advise on the promotion of human rights among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the human rights situation in the host state;
- To maintain contacts with key international/EU (including EU Delegation, EUTM RCA, MINUSCA, UNDP) and local actors in the field of human rights, and to seek opportunities for enhanced coordination and cooperation regarding the Mission's activities related to human rights;
- To contribute to the induction training of Mission's staff members as required;
- To work closely with other Mission members, in particular the Mission Gender Adviser to ensure coordination of the cross-cutting issues;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To coordinate with other EU actors in the host state to ensure an integrated approach in all human rights related issues.

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 Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of investigative and conciliation techniques in the human rights field;
- Understanding and sensitivity to the basic principles of human rights legislation and inter-group relations;
- Drafting, analytical and reporting skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications Experience:

- Experience in conducting training in the area of human rights, in particular to a police service or to other security or justice institutions/organisations;
- Experience in developing projects ;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice systems;
- A solid understanding of the role of the civil society;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

Position Name: Press and Public Information Officer	Employment Regime: Seconded	
Ref. number: CA 51	Location: Bangui Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Chief of Staff	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Press and Public Information Officer reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To develop and implement the Mission Strategic Communications Plan, guidelines and plans of the Mission in line with the agreed Information Strategy for CAR and the EU guidelines on strategic information;
- To manage the development and maintenance of an effective Mission website and relevant social media platforms;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To draft engaging, target oriented stories, news and updates on Mission activities and mandate implementation, and to adapt the content to the different channels used by the Mission:
- To draft press releases, public statements, articles and features;
- To assist in analysing the Mission's public impact and contribute to communicating the work of the Mission to the public and key interlocutors;
- To coordinate the production of the Mission's visual and audio-visual information material;
- To act as Mission spokesperson and communicate the work of the Mission to the public as required;
- To organise and conduct press conferences, briefings and other media events;
- To coordinate arrangements for visiting journalists and cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To organise contract/tender/designs for Mission visibility items;
- To contribute to the identification, analysis and handling of disinformation as directed;
- To contribute to the operationalisation of the Mission mandate and tasks as set out in the planning documents by advising/liasing with national and international counterparts in a structured manner and promoting local ownership.
- Develop and implement comprehensive digital strategic communication to support the mission objectives and drive growth;
- Create and manage the organic content strategy across various digital channels, including website, social media platforms, email spread news;
- Lead the creative team to develop engaging and visually appealing content that aligns with the EU policy and resonates with the target audience.

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 related field of ; The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or 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, communication and presentation skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software;
- Strategic and creative thinking;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Local press and media environment awareness.

Position Name: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: CA 68	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission/Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Russian skills

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. Number: CA 35	Location: Bangui, CAR	Availability: 1 March 2025
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Operations reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Operations Department ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To supervise the conduct of Mission operational activities and ensure orientation and operational coherence;
- 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 advise Mission Management on operational matters in accordance with Civilian Planning and Conduct Capability (CPCC) guidelines and EU priorities.
- 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 ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- 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 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.

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 and 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 diverse and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Experience in strategic analyses, planning and reporting;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in performance and change management;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

N/A

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompanying local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security situation permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the National Police in the field of Human Resources and Personnel Management reform through appropriate activities;
- To be the key interlocutor with the National Police Headquarters;
- To develop/revise policies/strategies together with with the local institutions.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Good drafting and analytical skills;
- Ability to engage with counterparts, including at senior level;
- Knowledge of human resources and personal management at strategic level;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Previous working experience in Africa, particularly Central African Republic, would be an asset.

7. Desirable Knowledge, Skills and Abilities:

- Experience in implementing projects;
- Knowledge of the regional context.

Position Name: Senior Strategic Adviser on Organisational Consolidation (Ministry of Interior)	Employment Regime: Seconded	
Ref. Number: CA 08	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Senior Strategic Adviser on Organisational Consolidation for the Ministry of Interior and Public Security (Mol) reports to the Head of Operations.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise in designing and delivering training;
- Knowledge of law enforcement organisation and structure at strategic level;
- Knowledge in developing strategies and policies at strategic and/or ministerial level on internal security related issues;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to draft concept notes and develop projects;
- Ability to provide strategic analysis and formulate coherent policy recommendations displaying political sensitivity and sound judgement;

Position Name: Senior Strategic Adviser on Organisational Consolidation (Gendarmerie)	Employment Regime: Seconded	
Ref. Number: CA 36	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Senior Strategic Adviser on Organisational Consolidation (Gendarmerie) reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local 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 ensure compliance with instructions/directions from Mission management;
- To support the development of the National Gendarmerie in the field of organisational consolidation through appropriate activities ;
- To be the key interlocutor with the local coordinated institution(s);
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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:

- Experience as Senior Law Enforcement Officer;
- Ability to mentor, advise and motivate local counterparts;
- Experience in developing strategies and policies;

- Knowledge of law enforcement organisation and structure at strategic level;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

Position Name: Strategic Adviser to Security Sector Reform	Employment Regime: Seconded	
Ref. Number: CA 80	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Strategic Adviser to Security Sector Reform reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To 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 support the development of the relevant local institutions in the field of security sector reform (through activities as advice and analysis);
- To be the key interlocutor with the Security Sector Reform focal points in ministries and internal security forces;
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of Security Sector Reform;
- French language skills minimum level B1/B2 (Independent User);
- English language skills minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

N/A

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of law of at least 3years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor'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;
- Knowledge of legal reform process including the development of legal policy and legislation;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to work with projects.

Position Name: Trainer on Leadership Management (Gendarmerie)	Employment Regime: Seconded	
Ref. Number: CA 83	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Trainer on Leadership Management (Gendarmerie) reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions;
- To identify required reforms and support to be provided by the Mission, including advice/mentoring and/or direct training on leadership management;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP), related training plan and agreed external training curricula;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with Civilian Planning and Conduct Capability (CPCC) guidelines and Mission priorities.

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:

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in managing, coordinating and conducting interactive training and/or adult learning programmes including programme planning, design, implementation, management, monitoring and evaluation;

- Ability to plan, multitask and manage time effectively;
- Expertise in training design, methods and delivery, particularly in the field of Management/Leadership;
- French language skills minimum level B1/B2 (Independent User);
- English language skills minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Professional training qualification/certification from recognised institute/academy;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and teamwork skills;
- Organisational and analytical skills.

Position Name: Trainer of Trainers	Employment Regime: Seconded	
Ref. Number: CA 90	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Trainer of Trainers reports to the Head of Operations .

2. Main Tasks and Responsibilities:

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions;
- To identify required reforms and support to be provided by the Mission, including advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP), related training plan and agreed external training curricula;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with Civilian Planning and Conduct Capability (CPCC) guidelines and Mission priorities;
- Analyse the specific training needs of the target audience and develop and deliver training programmes according to those needs;
- Ensure that the training programmes are adapted to local context;
- To train the members of the CAR Security Forces (Gendarmerie and Police - ISF) on principles of train the trainers, using lessons learnt and actual cases;
- To help identify the CAR ISF needs to train their trainers;
- To train the (future) CAR ISF trainers;
- To coordinate with other actions already undertaken by international stakeholders.

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:

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Previous work experience with or within the Internal Security Forces of his/her home country;
- Experience in training and /or adult learning programmes;
- French language skills minimum level B1/B2 (Independent User).
- English language skills minimum level B1B2 (Independent User).

6. Desirable Qualifications and Experience:

- Professional training qualification/certification from recognised institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Experience with Management/Leadership training design, methods and delivery;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and teamwork skills;
- Organisational and analytical skills.

Position Name: Strategic Adviser on Training (Police)	Employment Regime: Seconded	
Ref. Number: CA 40	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Strategic Adviser on Training (Police) reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and Mission Implementation Plan (MIP) by advising and accompanying National Police 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 local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To advise and assist at a strategic level the Central African Police School on policy, planning and strategy development which supports the civilian SSR agenda and Security Sector Reform Strategy adapted to the CAR context;
- To provide expertise at strategic level to the Central African Police School in the development of policies and strategies related to the police training area;
- To contribute to the elaboration of specific educational programmes;
- To help to identify the needs in terms of reform and implementation of modern administrative and management systems related to the Central African Police School;
- To participate to the structural and staffing development of the Central African Police School;
- To contribute to the elaboration of the evaluation system within the Central African Police School.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To ensure timely reporting on activities within the field 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, including experience in national/international training units/programmes, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of training in a law enforcement environment at strategic level;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in developing strategies and policies at strategic and/or ministerial level and with civilian security institutions;
- International experience, particularly in crisis areas with multinational and international organisations.
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

Position Name: Trainer on Leadership Management (Police)	Employment Regime: Seconded	
Ref. Number: CA 81	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Trainer on Leadership Management (Police) reports to the Head of Operations .

2. Main Tasks and Responsibilities:

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions;
- To identify required reforms and support to be provided by the Mission, including advice/mentoring and/or direct training on leadership management;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP), related training plan and agreed external training curricula;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on operational matters in accordance with Civilian Planning and Conduct Capability (CPCC) guidelines and EU priorities.

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 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Ability to plan, multitask and manage time effectively;
- Expertise with Management/Leadership training design, methods and delivery;
- French language skills minimum level B1/B2 (Independent User);
- English language skills minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Professional training qualification/certification from recognised institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and teamwork skills;
- Organisational and analytical skills.

Position Name: Trainer for Judicial Police	Employment Regime: Seconded	
Ref. Number: CA 82	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Training Officer reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions on judicial police;
- To identify required reforms and support to be provided by the Mission, including advice/mentoring and/or direct training on judicial police;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training, especially on judicial police;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP), related training plan and agreed external training curricula;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on operational matters in accordance with Civilian Planning and Conduct Capability (CPCC) guidelines and EU priorities.

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 4years of relevant professional experience after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Expertise in Management/Leadership training design, methods and delivery;
- Ability to plan, multitask and manage time effectively;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Professional training qualification/certification from recognised institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities; Experience with judicial police training design, methods and delivery;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and teamwork skills;
- Organisational and analytical skills.

Position Name: Head of Mission Support	Employment Regime: Seconded	
Ref. Number: CA 11	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission/ Chief of Staff Office/ Mission Support 1	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Mission Support Department reports to the Chief of Staff (CoS). The Head of Mission Support reports directly to the Head of Mission on all financial aspects and budget implementation.

2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission on all administrative and general support issues;
- To lead, manage and coordinate the Mission Support Function in all areas of activity (comprising Procurement, Finance, Logistics, Transport, and Communication Information Systems);
- To ensure that all Mission Support functions and operational sections work in a coordinated and cohesive manner to support the Mission mandate and implementation plan and tasks as directed by Head of Mission;
- To advise the Head of Mission in his capacity as responsible for the implementation of the budget in accordance with relevant rules and regulations;
- To be responsible for the implementation of the budget in accordance with the financial regulations related to the EU General Budget and rules and the Mission internal guidelines;
- To be responsible for the effective control of resources allocated to the Mission and all necessary internal and external administrative functions, including data management and the provision of supporting documentation related to expenditure;
- To monitor financial and administrative operations of the Mission and prepare reports, figures, statistics, inventories and analysis of current and future requirements;
- To coordinate strategic Mission Support matters with internal and external relevant EU counterparts;
- To coordinate the Mission Management Information System function;
- To follow internal and external developments related to the Mission goals and brief the Head of Mission on administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts related to acquisition and maintenance/service contracts and insurance issues;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To propose operational and management decisions that have the objective to increase the efficiency of the Mission;
- To limit financial risk by evaluating the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To support and lead streamlining processes of Mission Support procedures in line with Common Security Defence Policy including implementation of common systems.
- To liaise with Civilian Planning and Conduct Capability and Foreign Policy Instrument;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;

- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to establish, plan, and review priorities;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to work in a demanding, deadline driven environment.

6. Desirable Qualifications and Experience:

- Knowledge of and/or working experience in EU financial management and EU procurement rules;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- international experience, particularly in crisis areas with multinational and international organisations;
- Experience in planning complex projects, monitoring, evaluation and reporting.

7. Desirable Knowledge, Skills and Abilities:

N/A

Position Name: Finance Officer	Employment Regime: Seconded	
Ref. number: CA 15	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Mission Support Department/Finance	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Finance Officer reports to the Head of Finance.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel;
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Degree or certificate in Economics / Business Administration / Finance / Banking / Accounting or other related field;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant or Chartered Accountant;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System.

7. Desirable Knowledge, Skills and Abilities:

N/A

SECONDED/CONTRACTED POSITIONS

Position Name: Communication and Information Systems (CIS) Officer	Employment Regime Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: CA 21	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Mission Support/CIS	Security Clearance Level: EU SECRET	Open to Contributing Third States: 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).

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;
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services;
- Strong analytical and problem solving skills;
- English language skills: minimum level B1/B2(Independent User).

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.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Knowledge of hardware performance and specifications;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Category C driving license and experience driving vehicles with manual transmission.
- French language skills: minimum level B1/B2 (Independent User).

Position Name: Deputy Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: CA 23	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/ Security and Duty of Care	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Senior Mission Security Officer reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

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

- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security equipment, contracts/services and draft terms of reference;
- To ensure all security and communications equipment is operational and ready to use;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Organisational, planning, and time management skills;
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related studies;
- Successful completion of the EU Mission Security Officer Certification Course;
- Valid license for armoured vehicle or C or C1 driving license;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats
- French language: minimum level B1/B2(Independent User).

Position Name: Mission Security Officer – Field Security Instructor (MSO-FSI)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: CA 27	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/ Security and Duty of Care	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer - Field Security Instructor reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU 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.

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:

- Pistol and rifle instructor certification/accreditation from a recognised institution;
- Solid skills on maintenance of light weapons.
- Advanced driving training (defensive driving);
- Ability to operate a variety of communication systems;
- Ability to contribute creatively to the development of security strategies and procedures;
- Skilled in firearms training and firearms use and maintenance (e.g. such as HK G36 rifles and Glock pistols);
- Planning, time-management and analytical skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Trained and certified in close protection techniques (theory and practice);
- Successful completion of an Industry Standard Security Qualification;
- To hold an industry standard First Aid Qualification;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Certification in first aid and emergency response, including CPR, bleeding control, and other emergency response protocols;
- Certification qualifying the candidate to design, deliver, and assess training programs for armed security personnel, covering instructional skills, curriculum development, and performance evaluation;
- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid C or C1 driving license;
- Successful completion of EU Mission Security Officer Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of applicable international standards/best practices and human rights regulations relevant to the use of firearms and use of force;
- Knowledge of the Mission area and potential security threats.

Position Name: Armed Protection Operator	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level (MSAL)
Ref. Number: CA 67 CA 74	Location: Bangui, CAR	Availability: ASAP 19 February 2025
Component/Department/Unit: Head of Mission Office/Security and Duty of Care	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Armed Protection Operator reports to the Armed Protection Team Leader.

2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework;
- In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To be responsible for Armed Protection operations;
 - To contribute to the armed protection security set up of Mission members;
 - To carry out daily administration and operational planning for Armed Protection Team activities;
 - To assist in the development of Mission Armed Protection policies and procedures;
 - To provide comprehensive procedural documents with respect to Armed Protection activities;
 - To contribute in identifying staff personal security training requirements and deliver training as required under the supervision of Armed Protection Team Leader;
 - To provide personal security advice to Mission members;
 - To maintain operational effectiveness and equipment husbandry;
 - To develop professional contacts with the local police, military and security managers of other international organisations;
 - To liaise with civilian and military organisations to assess current and future threats;
 - To carry out threat assessments to ensure appropriate security measures are in place in a timely and effective manner.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Trained in basic life support (medical training);
- Ability to operate a variety of communication systems;
- Advanced driving training (defensive driving);
- Valid C or C1 driving license;

- Have physical and mental aptitude to perform the function.
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Trained and certified in close protection techniques (theory and practice);
- Hold an industry standard First Aid Qualification;
- Experience driving Armoured vehicles;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- French language skills: minimum level B1/B2 (Independent User).

Position Name: Nurse	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: CA 33	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/ Security and Duty of Care	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Nurse reports to the Medical Adviser.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge in delivering training in emergency medicine, trauma and health care;
- Highly resilient and willing to work extra hours when required;
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Flight Medical and/or MEDEVAC experience;
- Diploma in (ATLS) Advanced Trauma Life Support, AMLS (Advanced Medical Life Support), PHTLS (Prehospital Trauma Life Support). ACLS (Advance Cardiac Life Support) trained;
- Successful completion of MIMMS (Major Incident Medical Management and Support) training;
- Instructor Diploma in Cardio Pulmonary Resuscitation (CPR) support.

7. Desirable Knowledge, Skills and Abilities:

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