

JHZEUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Advisory Mission in the Central African Republic EUAM RCA 2-2025 Call for Contributions Requirements and Job Descriptions				
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 (19)</u>			
	CA 01	Deputy Head of Mission (DHoM)	Bangui	2 February 2026
	BSE 1*	Policy Support and Reporting Officer (Brussels Support Element)	Brussels	18 March 2026
	CA 02	Political Adviser	Bangui	25 February 2026
	CA 08	Senior Strategic Adviser on Organisational Consolidation (MISP)	Bangui	ASAP
	CA 10	Mission Analytical Capability (MAC) Analyst	Bangui	ASAP
	CA 11	Head of Mission Support	Bangui	ASAP
	CA 16	Procurement Officer	Bangui	ASAP
	CA 36	Senior Strategic Adviser on Organisational Consolidation (Gendarmerie)	Bangui	ASAP
	CA 37	Senior Strategic Adviser on Organisational Consolidation (Police)	Bangui	ASAP

Job titles/ vacancy notice:	CA 40	Strategic Adviser on Training (Police)	Bangui	ASAP
	CA 41	Strategic Adviser on Interoperability with Justice	Bangui	ASAP
	CA 43	Gender Adviser	Bangui	ASAP
	CA 53	Head of Procurement	Bangui	ASAP
	CA 54	Head of Human Resources	Bangui	ASAP
	CA 56	Planning, Evaluation and Reporting Officer	Bangui	ASAP
	CA 60	Strategic Adviser on Interoperability with Penitentiary Administration	Bangui	8 February 2026
	CA 82	Trainer for Judicial Police	Bangui	ASAP
	CA 83	Trainer on Leadership Management (Gendarmerie)	Bangui	ASAP
	CA 90	Training of Trainers Officer	Bangui	ASAP
	<u>Seconded/Contracted (7)</u>			
	CA 15	Finance Officer	Bangui	ASAP
	CA 32	Nurse	Bangui	ASAP
	CA 49	Mission Information Security Officer	Bangui	16 November 2025
	CA 51	Press and Public Information Officer	Bangui	ASAP
	CA 66	Armed Protection Operator	Bangui	ASAP
	CA 21	Communication and Information Systems (CIS) Officer	Bangui	15/11/2025

	CA 73**	Communication and Information Systems (CIS) Officer	Bangui	05/01/2026
Deadline for applications:	Tuesday, 18 November 2025, at 17:00 (Brussels time)			
Applications must be submitted to:	1) You have the nationality of an EU Member State: you must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do <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>			
Information:	For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ): Ms Cristina PILATO CIVOPSHQ-HR-EUAM-RCA@eeas.europa.eu +32 (0)2 584 62 12			

*Availability of post is subject to the acceptance of deployment / extension request.

** Availability is subject to the acceptance of selection.

Please note that the Country Treath Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

High/Critical Threat Non-Family Mission

EUAM RCA bears a High/Critical Threat Non-Family Mission status due to the present threat rating of the mission area as high/critical. 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 – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and that there is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

Specificities for high or critical threat missions

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission ("cooling off period") at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve month deployment, will not be eligible.

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

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

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

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

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

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

Medical certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with "Fit to work clearance procedure", a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpCdr 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 and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse

backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims 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 CivOpsHQ 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 via video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

Information on the outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

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

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/CivOpsHQ 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. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

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 POSITION(S)

Position Name: Deputy Head of Mission	Employment Regime: Seconded	
Ref. Number: CA 01	Location: Bangui, CAR	Availability: 2 February 2026
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To deputise and represent the Head of Mission as required;
- To participate in the development of the overarching Mission policy and implementation strategy;
- To participate in the development and overall planning of the Mission activities and the development of mission reports in cooperation with the Chief of Staff;
- To participate in the implementation of the Mission mandate following up on operational activities, with due respect to the core function of the Head of Operations;
- To support the Head of Mission in the duty of care of Mission members and contribute as required;
- To support the advancement of Human Rights and Gender related aspects with relevant Mission internal and external stakeholders, including civil society actors, in close coordination with the Mission's Human Rights and Gender advisers;
- To support the Mission efforts to coordinate and collaborate with EU representatives (notably EU Delegations, military Common Security Defence Policy (CSDP) Missions and Operations and EU Justice and Home Affairs agencies), Member States and other international actors in line with the integrated approach;
- To support the Head of Mission in delivering strategic communications including targeted work on disinformation;
- To fulfil the role of responsible authority in the framework of the Code of Conduct and take disciplinary decisions in the first instance;
- To ensure Mission Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the training of Mission members;
- To provide instructions and review reports delegated by the Head of Mission;
- 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 12 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;
- Deep understanding of the code and ethical principles, internal investigations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to fulfill the role of responsible authority in the framework of the Code of Conduct and make disciplinary decisions in the first instance.

Position Name: Policy Support and Reporting Officer (Brussels Support Element)	Employment Regime: Seconded	
Ref. Number: BSE 1*	Location: Brussels, BELGIUM	Availability: 18 March 2026
Component/Department/Unit: Chief of Staff Office/CivOpsHQ	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line

The Policy Support and Reporting Officer (Brussels Support Element) reports to the Chief of Staff and functionally supports and works with the Operations Division, Civilian Operations Headquarters (CivOpsHQ).

2. Main Tasks and Responsibilities:

- To liaise and maintain close coordination between the Mission and the CivOpsHQ, 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 CivOpsHQ Desk;
- To provide analysis on the Mission mandate implementation;
- To inform and advise CivOpsHQ on relevant aspects of Mission operations;
- To contribute to reporting, drafting and planning of Mission documents;
- To support CivOpsHQ Operations desk and contribute to briefings, reports, meetings, read-outs, and notes etc.;
- To contribute to CivOpsHQ 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 Operations Headquarters (CivOpsHQ);
- 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: Political Adviser	Employment Regime: Seconded	
Ref. Number: CA 02	Location: Bangui, CAR	Availability: 25 February 2026
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 Political Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff

2. Main Tasks and Responsibilities:

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the EU Delegation and the EU Special Representative;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as alternate Mission spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political studies, International Relations, Public Policy, Diplomacy, Security studies or other related field; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position Name: Senior Strategic Adviser on Organisational Consolidation (MISP)	Employment Regime: Seconded	
Ref. Number: CA 08	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: CA 10	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;
- To help if so directed with analysis related to hybrid threats including disinformation and/or other theatre-specific emerging challenges;
- 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 language 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: NOT REQUIRED	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 Operations Headquarters (CivOpsHQ) and Foreign Policy Instrument (FPI);
- 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: Procurement Officer	Employment Regime: Seconded	
Ref. Number: CA 16	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Mission Support/Procurement	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Procurement Officer reports to the Head of Procurement.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and financial acumen;
- Ability to establish, plan and review priorities;
- Experience in using legally established professional and transparent procurement policies, rules and procedures;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration / law / procurement / supply chain or other related field;

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Strategic Adviser on Organisational Consolidation (Gendarmerie)	Employment Regime: Seconded	
Ref. Number: CA 36	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	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 design and deliver training;
- 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:

- Ability to mentor, advise and motivate local counterparts;
- Experience in developing strategies and policies;
- Experience of designing and delivering training;
- Knowledge of law enforcement organisation and structure at strategic level;

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

6. Desirable Qualifications and Experience:

- Experience as Senior Law Enforcement Officer;
- Experience in project management. International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Strategic Adviser on Organisational Consolidation (Police)	Employment Regime: Seconded	
Ref. Number: CA 37	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1.Reporting Line:

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

2.Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompanying local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the National Police in the field of organisational and structural reform;
- To be the key interlocutor with the General Directorate of the National Police;
- To identify the inter-sectorial and interagency coordination requirements in the field of national security strategies and develop policy for the National Police.

3.General Tasks and Responsibilities:

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

4.Essential Qualifications and Experience:

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

5.Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of law enforcement organisation and structure at strategic level;

- Experience in developing strategies and policies;
- French language skills: minimum level B2 (Independent User)
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience as Senior Law Enforcement Officer;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Strategic Adviser on Training (Police)	Employment Regime: Seconded	
Ref. Number: CA 40	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	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 B2 (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;
- 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:

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

Position Name: Strategic Adviser on Interoperability with Justice	Employment Regime: Seconded	
Ref. Number: CA 41	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit Operations	Security Clearance Level: NOT REQUIRED	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 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 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 B2 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in working with internal security agencies at strategic level;
- Experience in criminal procedures;
- Experience in/sound knowledge of 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: Gender Adviser	Employment Regime: Seconded	
Ref. number: CA 43	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission/Chief of Staff Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

working groups;

- To work closely together with the Mission's Human Rights Adviser to ensure coordination of the crosscutting human rights and gender related issues;
- To ensure development of and oversight over the implementation of the Mission Internal Gender Strategy, including gender focal point system.

3. General Tasks and Responsibilities:

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

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

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and knowledge of conducting gender analysis;
- Communications skills;
- Training skills;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Procurement	Employment Regime: Seconded	
Ref. number: CA 53	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Mission Support/Procurement	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Procurement reports to the Head of Mission Support.

2. Main Tasks and Responsibilities:

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

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 6 proven years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Knowledge of using legally established professional and transparent procurement policies, rules and procedures;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Human Resources	Employment Regime: Seconded	
Ref. number: CA 54	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Human Resources	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Human Resources reports to the Head of Mission on all Human Resources related aspects and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Human Resources Unit;
- To implement all Council/Commission/Civilian Operations Headquarters (CivOpsHQ) legislation and instructions, set up and implement relevant Mission internal strategies, policies and procedures accordingly;
- To ensure effective and transparent Human Resources planning and recruitment in accordance with the CivOpsHQ Instruction on Selection Procedures;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To coordinate and communicate with the CivOpsHQ, the EU Commission (FPI) and the Policy Support and Reporting Officer (Brussels Support Element) on all relevant Human Resources issues;
- To support and advise the Mission management at operational and strategic levels to implement the Mission mandate;
- To ensure an effective and efficient Human Resources administration process, utilise the centralized IT tools Goalkeeper Registrar and Civilian Missions Application (CiMA) (HR database) in accordance with CivOpsHQ procedures;
- To ensure Line Managers receive advice and support on Human Resources matters;
- To ensure effective training activities for Mission Members;
- To act as a key interlocutor with Mission Members and their representatives, National Contingent Leaders/National Points of Contact and senior management, on personnel issues;
- To plan and develop Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ;
- To identify, manage and report the risks arising from processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential 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 human resources management working experience, after having fulfilled the education requirements, out of which a minimum of 2 years of experience at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- People management skills and capacity to deal with different levels of stakeholders;
- Ability to adapt new and emerging technologies to address business operational needs.
- English language skills: minimum level B1/B2 (Independent User).
- French language skills: minimum level B1 (Independent User)

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in Human Resources management, leadership or management and/or an international certification in Human Resources management;
- Knowledge and/or experience in strategic management and/or public administration;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position Name: Planning, Evaluation and Reporting Officer	Employment Regime: Seconded	
Ref. Number: CA 56	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 Planning, Evaluation and Reporting Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and developing new projects in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities;
- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings reports.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

5. Essential Knowledge, Skills and Abilities:

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection;
- French language skills: minimum level A2
- English language skills: minimum level B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position Name: Strategic Adviser on Interoperability with Penitentiary Administration	Employment Regime: Seconded	
Ref. Number: CA 60	Location: Bangui, CAR	Availability: 8 February 2026
Component/Department/Unit Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To support the development of the local institution in the field of interoperability through appropriate activities;
- To be the key interlocutor with the local coordinated institution(s);
- To develop policies in line with the local institutions;
- To support the Penitentiary Administration in implementing the national strategy for the demilitarisation of prisons in CAR;
- To advise the authorities (Minister of Justice, Directorate General, etc.) on the reform of the penitentiary system, detention conditions and the management of penitentiary staff;
- To contribute to the definition of standards regarding security, hygiene, and the respect for human rights;
- To monitor the prisons' population and to plea for the decongestion of prisons in CAR;
- To participate in the drafting of strategic documents, guidelines and internal procedures on penitentiary matters;
- To design and to deliver training programs for prison staff (management, security, human rights, reintegration) in line with the local institutions;
- To support the implementation of reintegration programs on professional, educational, and psychosocial grounds;
- To ensure compliance with international conventions related to the treatment of detainees;
- To work closely with the international technical and financial partners in CAR to improve detention conditions in prisons.

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of Human Resources and Personnel Management;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position Name: Trainer for Judicial Police	Employment Regime: Seconded	
Ref. Number: CA 82	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	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 Operations Headquarters' (CivOpsHQ) 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 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;
- Expertise in Management/Leadership training design, methods and delivery;
- Ability to plan, multitask and manage time effectively;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B1 (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: Trainer on Leadership Management (Gendarmerie)	Employment Regime: Seconded	
Ref. Number: CA 83	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	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 Operations Headquarters' (CivOpsHQ) 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 B2 (Independent User);
- English language skills minimum level B1 (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 Officer	Employment Regime: Seconded	
Ref. Number: CA 90	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	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 Operations Headquarters' (CivOpsHQ) guidelines and Mission priorities;
- Analyse the specific training needs of the target audience and develop and deliver training programmes according to those needs, focusing especially on the development of Standard Operating Procedures on professional intervention, especially related to large scale and multi-disciplinary operations;
- 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, focusing on professional intervention related tasks using lessons learnt and actual cases;
- To help identify the CAR ISF needs to train their trainers on professional intervention
- To train the (future) CAR ISF trainers in professional intervention;
- 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;
- Experience in training and /or adult learning programmes;
- French language skills minimum level 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;
- Previous work experience with or within the Internal Security Forces of his/her home country;
- 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, developing train programs on professional intervention.

7. Desirable Knowledge, Skills and Abilities:

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

SECONDED/CONTRACTED POSITIONS

Position Name: Finance Officer	Employment Regime: Seconded/Contracted	Post category for Contracted: Mission Support Management Level (MSML)
Ref. number: CA 15	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Mission Support/Finance	Security Clearance Level: NOT REQUIRED	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

Position Name: Nurse	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: CA 32	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department/Medical Unit	Security Clearance Level: NOT REQUIRED	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
- 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)
- French 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:

- Knowledge in occupational health;
- Proficiency in Microsoft Office applications (Excel, Word, Power Point, Access, etc.).

Position: Mission Information Security Officer (MISO)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: CA 49	Location: Bangui, CAR	Availability: 16 November 2025
Component/Department/Unit: Security and Duty of Care Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Mission Information Security Officer (MISO) reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To travel to all Mission areas including high risk areas as required;
- In close operational and integrated collaboration with CIS, the MISO operates in the following sectors of activity:
- Awareness campaigns
 - To develop and implement awareness campaigns/workshops/mails regarding: Information Security Systems (Desk routine, passwords, USB use,...), Cyber security threats (Phishing, Hacking, main distant threats...), Personal OPSEC (use of social network, use of mobile phone, ...), Classified information handling. Specific threat targeting the Mission (Phishing campaigns...).
- Classified Information Handling
 - To develop Standard Operating Procedures (SOPs) related to EU Policy and/or Council Security Regulations for EU staff;
 - To audit permanently classified information systems;
 - To track and maintain the Personal Security Clearance for EU Staff;
 - To report security violations and compromised information matters;
 - To develop and maintain any physical or technical structure for the protection of classified information.
- Crypto Custodian
 - To assume responsibilities as the Crypto Custodian for the Mission : registration, protection and transfer of accountable security items;
 - To report the EU Crypto Custodian (DGA5-SSICS) in case of security violation and/or compromise or suspicion of compromise;
 - To develop and maintain the local framework for the use of crypto material, including audit and traceability;
 - To liaise and maintain contact with EEAS for any topic in relation with crypto matter.
- Information Security System (ISS) - in operational cooperation with CIS:
 - To develop the general framework for information security including : Organisational requirements, investigation capacities (Log, staff accounts management...) and incident report and reaction;
 - To participate in any study for implementation of new IT material, new interface (website, ...);
 - To insure the monitoring of IT security systems (firewall and/or any tool);
 - To take in charge the investigation matters in case of security violation;
 - To participate in the general ISS framework development and maintenance.
- Cyber Security – in operational cooperation with CIS:
 - To participate in the general cyber-security framework development and deployment specifically regarding threat intelligence, threat assessment;
 - To develop a reporting line for any incident in relation with specific threat;
 - To participate in the investigations;
 - To contribute to a good e-reputation;

- To develop and maintain any system or/and tool, or capacity for: Collecting information mainly from social networks and/or globally on the WEB, in relation with the Mission or/and officials of the Mission Reporting any topic of interest.

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 other related tasks as requested by the Line Managers.

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:

- Ability to work collaboratively with a broad range of constituencies essential;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Knowledge of key information security principles and best practices ;
- Knowledge of security management systems and programs;
- Ability to develop and maintain awareness campaigns;
- Ability to advise in security and counter intelligence in hardship environment.
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in developing information security programs;
- Certification such as Certified Information Systems Security Professional (CISSP), forensic or malware analysis certification;
- Experience with impact studies and implementing risk assessment recommendations;
- Experience coordinating security-engineering projects and implementing systems;
- International experience, particularly in crisis areas with multinational and international organisations

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU information security standards and formal accreditation processes;
- Knowledge of information technology and security issues;
- Ability to develop and audit security systems using traceability framework;
- Language skills.

Position Name: Press and Public Information Officer	Employment Regime: Seconded/Contract	Post category for Contracted: Mission Support Management Level (MSML)
Ref. number: CA 51	Location: Bangui Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission/Chief of Staff Office	Security Clearance Level: NOT REQUIRED	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 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/liaising with national and international counterparts in a structured manner and promoting local ownership.
- To develop and implement comprehensive digital strategic communication to support the mission objectives and drive growth;
- To create and manage the organic content strategy across various digital channels, including website, social media platforms, email spread news;
- To 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: Armed Protection Operator	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Assistant Level (MSAL)
Ref. Number: CA 66	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Security and Duty of Care Department	Security Clearance Level: NOT REQUIRED	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.
- 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);
- 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.

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 CA 73**	Location: Bangui, CAR	Availability: CA 21: 15/11/2025 CA 73**: 05/01/2026
Component/Department/Unit: Mission Support Department/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 Mission Support.

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;
- Drafting and writing 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.