

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Capacity Building Mission in Somalia</b> <b>EUCAP SOMALIA</b> <b>1-2026 Call for Contributions</b> Requirements and Job Descriptions				
<b>Organisation:</b>	<b>European Union Capacity Building Mission in Somalia</b>			
<b>Job location:</b>	<b>As indicated below</b>			
<b>Employment regime:</b>	<b>As indicated below</b>			
<b>Job titles/ vacancy notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (24)</u></b>			
	SOM-9006	Financial Verification Officer	Mogadishu	01/03/2027
	SOM-9010	Legal Adviser	Mogadishu	01/03/2027
	SOM-9019 SOM-9020	Human Resources Officer	Mogadishu	ASAP
	SOM-9033	Project Manager	Mogadishu	ASAP
	SOM-9034	Senior Press and Public Information Officer - CRC	Mogadishu	01/04/2026
	SOM-9043	Head of Procurement Section	Mogadishu	ASAP
	SOM-9045	Procurement Officer	Mogadishu	ASAP
	SOM-9050	Logistics Officer	Mogadishu	ASAP
	SOM-9082	Mission Security Officer/ Head of Section	Somaliland	ASAP
	SOM-9112 SOM-9121 SOM-9134	Police Trainer (Operations)	Mogadishu	ASAP 21/03/2026 ASAP
	SOM-9115	Senior Operations Coordinator/ Legal Reform Adviser	Mogadishu	ASAP
	SOM-9124	Maritime Adviser	Mogadishu	ASAP
	SOM-9126	Legal Reform Adviser	Mogadishu	01/03/2026
	SOM-9127	Senior Police Adviser/Head of Unit	Mogadishu	01/08/2026
	SOM-9130 SOM-9133 SOM-9149	Police Adviser/Trainer	Mogadishu	03/04/2026 28/02/2026 ASAP
	SOM-9141	Senior Maritime Adviser	Somaliland	ASAP
	SOM-9144	Maritime Adviser	Somaliland	ASAP

	SOM-9158	Senior Maritime Adviser	Puntland	29/06/2026
	SOM-9166	Project Manager	Mogadishu	ASAP
	<b><u>Seconded/Contracted (3)</u></b>			
	SOM-9051	Logistics Assistant	Mogadishu	ASAP
	SOM-9061	Communication and Information Systems (CIS) Assistant	Mogadishu	ASAP
	SOM-9167	Administrative Officer	Puntland	01/02/2026
<b>Deadline for applications:</b>	<b>Monday 2 March 2026 at 17:00 (Brussels time)</b>			
<b>Applications must be submitted to:</b>	<p><b>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b>  <b>a) You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a>  <b>b) You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b>2) You do not have the nationality of an EU Member State:</b> Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</p> <p><i><b>Please note:</b> Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i></p>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p><b>Mr. Moha CHARKI</b></p> <p><a href="mailto:CivOpsHQ-HR-EUCAP-Somalia@eeas.europa.eu">CivOpsHQ-HR-EUCAP-Somalia@eeas.europa.eu</a></p> <p><b>+32 (0) 2 584 2571</b></p>			

Please note that the Country Threat 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**

EUCAP Somalia 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 ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

**Seconded personnel from Contributing Third States** – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

**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 EUCAP Somalia, according to the requirements and profiles described below:

## I. GENERAL CONDITIONS

**Citizenship** – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

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

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

**Availability** – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

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

## II. REQUIREMENTS

### II.A Essential requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

**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)**

<b>Position Name:</b> Financial Verification Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9006	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/03/2027
<b>Component/Department/Unit:</b> Head of Mission/Deputy Head of Mission Office	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### **1. Reporting Line:**

The Financial Verification Officer reports to the Head of Mission and is administratively managed by Deputy Head of Mission.

### **2. Main Tasks and Responsibilities:**

- To execute ex-ante checks put in place by the Authorising Officer, in coordination with Finance, Procurement and Human Resources Units and other Mission Units;
- To ensure each expense is in line with criteria of eligibility and requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To inform project managers/task officers on the authorising and validation process;
- To contribute to the training of Mission members as required.

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

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

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

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

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

- Analytical, research and problem-solving skills;
- Proficiency in at least one accounting software and Microsoft applications especially Excel;
- Attention to detail and ensure reliability and accuracy in the delivery of tasks.

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

- Degree or certificate in economics/business or public administration/management/accounting or other related field;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Good knowledge and/or experience in strategic management and/or public administration.



<b>Position Name:</b> Legal Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9010	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/03/2027
<b>Component/Department/Unit:</b> Head of Mission/Deputy Head of Mission	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To provide legal expertise and advice to Mission management pertaining to the Mission and its legal framework, status and mandate;
- To exercise oversight in all legal aspects of Mission operations, including contracts related to legal or financial issues, contracts of employment and other administrative legal issues;
- To liaise with international and local stakeholders on legal issues;
- To coordinate and cooperate with Civilian Operations Headquarters and the European Commission Foreign Policy Instruments on legal matters;
- To advise the Head of Mission and Head of Mission Support on the legal aspects of contracts related to the Mission premises, communications, IT, procurement including purchase agreements, service agreements, lease agreements, administrative arrangements, Memorandums of Understandings and special service agreements;
- To advise the Chief of Staff and Head of Human Resources on legal issues related to selection, recruitment, employment contracts and secondment etc.;
- To provide advice on the status of the Mission on privileges and immunities etc.;
- To draft agreements with other actors such as EU Delegations and other international organisations, Common Security and Defence Policy Missions and operations, EU agencies, host country authorities and NGOs etc.;
- To oversee project implementation from the legal perspective;
- To provide legal advice, guidance and training to Mission members regarding the local legal system and legislation;
- To liaise and coordinate with other relevant domestic bodies concerning legal matters;
- To advise on Mission Data Protection;
- To coordinate access to document requests and reply to Ombudsman complaints;
- To monitor the legal internal consistency of policies and the consistency with EU law;
- To prepare legal advice and assistance on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Mission on disciplinary matters;
- To deliver training material on legal issues to the Mission and other organisations.

### 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 in law OR a qualification in the National Qualifications Framework in law which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area in law, e.g. Master's Degree; AND

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

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

- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Experience in legal administrative issues (i.e. contracts, etc.);
- Excellent drafting skills.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of the jurisprudence in the host country;
- Knowledge of international maritime law;
- Knowledge of the EU Financial Regulation including public procurement.

<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9019 SOM-9020	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Human Resources Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

- To act as a point of contact for mission members in regards to visa issues, being the link to the Immigration Directorate;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required.

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

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

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

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

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

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

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

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

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

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

<b>Position Name:</b> Project Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9033	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Planning, Reporting and Evaluation Division/Project Cell	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

The Project Manager reports to the Head of Project Cell.

### 2. Main Tasks and Responsibilities:

- To provide advice and support during the initiation phase, or the approval of any design changes, for projects with infrastructure/technical components, for ensuring accurate estimates and embedment of sustainability into the overall planning in all mission locations;
- To provide support with the review of designs and technical specifications of all rehabilitation components and structures to ensure they are in accordance with established and applicable international standards;
- To provide support with the review of calculation of quantities, estimation and preparation of Bill of Quantities for all rehabilitation components and structures to ensure they are in accordance with established and applicable international standards and to ensure that economical and quality materials are purchased;
- To be responsible for day-to-day oversight of work activities, advising and providing technical support and quality assurance on the implementation;
- To provide assistance in the oversight of QA/QC site visits and materials testing reports, ensuring sampling, testing and inspection of materials are carried out regularly and works are implemented in compliance with the approved design technical specifications;
- To provide support in the draft preparation or review, as necessary, Terms of Reference (ToRs) for technical consultancies and subcontracts, and assist in the selection and recruitment processes;
- To undertake technical review and provide quality assurance of project outputs (e.g. technical reports, studies and assessments);
- To provide training and knowledge transfer including advice on good construction practices, environmental management practices, and appropriate health and safety standards during construction;
- To ensure oversight and management of contractors, carrying out the rehabilitation works;
- To participate in approval and inspection activities;
- To check contractor's claims and submittal against its accuracy and reality, and make recommendations;
- To report all errors, omissions, discrepancies and deficiencies to the line management and record them on in an accurate manner;
- To ensure that Project Section's paper and electronic archive, as well as dedicated databases, are properly managed and updated;
- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;

- To act as the interface between project leaders and various elements of Mission Support;
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct, upon project completion, post-project reporting and evaluation;
- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To prepare plans for the sustainability of projects with infrastructure elements, including through designing and actively supporting the delivery of the training programs adapted to local contexts;
- To undertake any other related tasks as required by the Line Manager(s).

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

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

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

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

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

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

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

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

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

- Knowledge on designing, implementation, monitoring construction projects;
- Knowledge of AutoCAD and MS Project or equivalent CAD and project management software;
- Knowledge on stakeholder engagement/management in post conflict or developing countries;
- Familiarity with relevant EU Rules and Regulations;
- Knowledge of project management methodologies, such as PM<sup>2</sup> or equivalent, for EU funded projects;
- Ability to multitask with a time management efficiency;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

<b>Position Name:</b> Senior Press and Public Information Officer - CRC	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9034	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/04/2026
<b>Component/Department/Unit:</b> Chief of Staff Department/ Press and Public Information Office	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

## 1. Reporting Line:

The Senior Press and Public Information Officer reports to the Chief of Staff. This position is also a member of the Core Responsiveness Capacity (CRC), the specific CRC-related tasks are outlined below.

## 2. Main Tasks and Responsibilities:

- To lead and coordinate the staff and work of the Press and Public Information Office;
- To act as the Mission main spokesperson and communicate the work of the Mission to the public;
- To maintain a close working relationship with the Spokesperson of the High Representative in coordination with the Civilian Operations Headquarters (CivOpsHQ);
- To draft, review and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To supervise and contribute to the development and maintenance of an effective Mission website and social media accounts;
- To advise and contribute to the drafting of press releases, public statements, media summaries, articles and features;
- To manage the Press and Public Information budget, procurement processes and contract/tender/designs for Mission visibility items;
- To coordinate with the press offices of other EU Delegations, the EU Special Representative and other EU actors in the host state;
- To monitor disinformation against the interests of the Mission in close cooperation with input from the Mission Analysis Capability, Security and Duty of Care and Communication and Information Systems (CIS);
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To ensure that political sensitivities (Somaliland, relations between the Somalia Federal Government and Somalia Member States) are taken into account in the communication activities.

### 2.1. Core Responsiveness Capacity Tasks and Responsibilities:

Members of the Core Responsiveness Capacity, when requested and approved by Civilian Operations Commander, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;

- To undertake any other tasks related to the Core Responsiveness Capacity, 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 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. The qualification should be in any of the fields of Communication Sciences, Political studies, International Relations, Humanities, Social sciences or other related field; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Analytical skills and experience on analysing and developing the performance of public information activities, including social media;
- 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 formulating and implementing a communication strategy/plan;
- Experience and skills in digital communication;
- Networking skills and initiative;
- Presentation skills.

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

- Experience as a spokesperson and institutional communication;
- Experience running media and outreach campaigns;
- Experience in planning and implementing projects;
- International experience, particularly in crisis areas with multinational and international organisations.
- The experience should be in the field of communications/press and public information.

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

- Knowledge about the local press and media environment.
- Knowledge of disinformation;



<b>Position Name:</b> Head of Procurement Section	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9043	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/Mission Support Department/Procurement Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> 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 Section;
- 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 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.

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

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

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
- Knowledge of current technologies used for procurement such as Enterprise Resource Planning (ERP) system.

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9045	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Mission Support Department/ Procurement Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Procurement Officer reports to the Head of Procurement Section.

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

- Analytical skills and financial acumen;
- Ability to establish, plan and review priorities;
- Experience in using legally established professional and transparent procurement policies, rules and procedures.

### 6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration/law/procurement/supply chain or other related field;
- Experience in planning and implementing projects and programmes;
- Experience in management of public procurement processes, preferably including EU procedures;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System and electronic document management systems.

<b>Position Name:</b> Logistics Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9050	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Mission Support Department/ General Support Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Logistics Officer reports to the Head of General Support Section.

### 2. Main Tasks and Responsibilities:

- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To provide logistical support to all Mission members for assets required to fulfil their tasks, e.g. computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the region, ensuring systems are in place for replacement and repair;
- To coordinate the provision of material and office space;
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To develop and maintain the assets inventory;
- To produce reports on logistical issues, proposing/recommending changes and improvements to ensure accuracy;
- To identify goods and/or services requirements and technically define the requirements to correspond to the process to procure goods and services;
- To assist in maintaining a comprehensive database of expendable and non-expandable items;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To draft specifications for issuing tenders related to the area of responsibility;
- To prepare disposal and donation documents, and prepare documents for submission to the Asset Management Office and Property Survey Board;
- To oversee and actively manage the Mission's receiving and inspection process, storage and issuing of items from various stores;
- To liaise with national customs authorities with regard to the clearance of Mission equipment, including facilitating smooth import of Mission equipment;
- To prepare and process finance and procurement documents for invoice handling, budget management, purchasing and procurement.

### 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 Logistics, Supply Chain Management, Transport, Engineering, Administration or other related field) OR

equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

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

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

- Awareness of different product and services markets and industrial business networks.

**6. Desirable Qualifications and Experience:**

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

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

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of current technologies used for Logistics, Supply Chain Management, Asset Management, Inventories such as Enterprise Resource Planning (ERP) system;
- Knowledge of electronic document management systems.

<b>Position Name:</b> Mission Security Officer / Head of Section	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-9082	<b>Location:</b> Somaliland	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security and Duty of Care Department/Security Division/ Hargeisa Security Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to

level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

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

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

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

**6. Desirable Qualifications and Experience:**

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 driving license;
- Successful completion of EU Mission Security Officer Certification course or equivalent;
- A minimum of 2 years international experience, particularly in crisis areas with multinational and international organisations;
- Completed firearms training;
- Authorised to carry an issued personal weapon, used for purposes of self-defence.

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

- Knowledge of potential security threats in the Mission area.



<b>Position Name:</b> Police Trainer (Operations)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9112 SOM-9121 SOM-9134	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP 21/03/2026 ASAP
<b>Component/Department/Unit:</b> Field Office Mogadishu/Police Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To plan, conduct and organise police training on tactics, techniques and procedures for law enforcement agencies areas of interventions (e.g. close protection, checkpoints, patrolling, checkpoints, weapon handling, firearm discretion and shooting, criminal investigation and community policing), in particular for robust type of police Units;
- To conduct Mission direct police training activities according to the Mission Implementation Plan (MIP), related to the training plan and with agreed external training curricula;
- To cooperate with other international and local trainers;
- To support Somali Police Force in developing training strategies, policies, plans, curricula, training institutions;
- To ensure data collection, assessments and lessons learned are defined and documented in training evaluation documents;
- To train the members of Somalia Internal Security Forces (e.g. Federal Darwish, Somali Police Force) on principles of train the trainers, using lessons learned and relevant cases;
- To provide input to the development and regular updating of the Mission Implementation Plan;
- 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 training specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with the Civilian Operations Headquarters (CivOpsHQ) guidelines and Mission priorities.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education 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:**

- Presentation skills and experience drafting materials used for training;
- Professional experience in managing, coordinating and delivering training, minimum of 3 years, including experience in national/international training units/programmes for law enforcement, including EU mentoring, monitoring, advising and training methodologies;
- Ability to work in a team of trainers (international and local) in high risk locations;
- Knowledge of Professional Intervention related matters.

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

- Professional training qualification/certification from recognised institution;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Professional law enforcement experience working in security matters and its interoperability with Defence Units;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Experience in designing and delivering training to trainers;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Organisational, analytical and administrative skills;
- Lifesaving (MARCH) medical training skills;
- Counter IED knowledge and training skills;
- Ability to plan, multitask and manage time effectively.

<b>Position Name:</b> Senior Operations Coordinator/ Legal Reform Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-9115	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division Section:</b> Operations Department/ Rule of Law Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

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

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

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

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

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

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

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

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

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

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

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

<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9124	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/ Field Office Mogadishu/ Maritime Security Unit	<b>Level of Security Clearance:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To work in close cooperation with the other Field Office Mogadishu teams and units (Coast Guard functions and Port Security Advisory, Police Advisory and Rule of Law Advisory);
- To assess the status of the institutional development of maritime civilian law enforcement agencies and give expert recommendations;
- To support the Mission's efforts in addressing areas of structural weakness in the performance and accountability of respective counterparts/ institutions and to propose solutions to strengthen them;
- To build strong working relationships with relevant actors in Somalia and other key stakeholders (including international stakeholders, other EU instruments, UN organisations, countries involved in bilateral activities);
- To advise counterparts on the development of governance of maritime civilian law enforcement agencies and develop and organise training, including in the field of human resources, recruitment, management, accountability, oversight and gender representation;
- To collect and collate statistics about the workload/performance of local counterparts.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

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

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

- knowledge of EU Maritime Strategy and related policies and maritime law;
- Good understanding of policies and organisational aspects of a maritime administration, implementing maritime security and coast guard functions;
- Good knowledge of human rights and gender practices.

**6. Desirable Qualifications and Experience:**

- Experience in the delivery of education and training connected to the coast guard functions;
- Experience in project management;
- Experience in providing training in boat handling, navigation and maritime communications (GMDSS, OSC);
- International experience, particularly in crisis areas with multinational and/or international organisations;

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

- Ability to mentor, advise and motivate local counterparts;
- Ability to advise effectively senior decision makers;
- Organisational, planning and project development skills;
- Professional certification in mentoring, monitoring & advising;
- Professional training qualification/certification;
- Knowledge of maritime operation/fisheries monitoring/maritime rescue and coordination centre functions.

<b>Position Name:</b> Legal Reform Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9126	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/03/2026
<b>Department/Division/Section:</b> Operations Department/Rule of Law Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

- To liaise with and advise the host state justice authorities and relevant security sector reform actors.

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

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

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

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

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

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

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

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

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

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



<b>Position Name:</b> Senior Police Adviser/Head of Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9127	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/08/2026
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

## 1. Reporting Line:

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

## 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To direct, design and deliver training programmes and projects, as appropriate;
- To provide strategic guidance and advice to the Ministry of Internal Security and Somali Police Force (SPF) and Federal Member States on the development and implementation of broader policing strategies, policies and procedures related to police training, community policing, criminal investigations, intelligence, and police administrative functions, in particular for the Maritime Police unit and the policing aspects of the Transition Plan for the transfer of security responsibilities from the international community to Somali security forces;
- To advise the Ministry of Internal Security and/or Somali Police Force on the development of civilian maritime law enforcement capacities in line with the Somali National Security Policy (NSP) and other relevant strategies;
- To advise the Federal Ministry of Internal Security, Ministry of Justice and Attorney General on the development and implementation of the relevant aspects of maritime security as defined in the National Security Policy, as appropriate;
- To cooperate closely with EUNAVFOR and EUTM Somalia in developing synergies to improve security management in Somalia;
- To establish efficient working relationships at the strategic level with all the key stakeholders involved in the development of the Somali policing capacity, including EU Delegation to Somalia, UNSOM, UNDP, UNODC and AMISOM complementing their activities on broader police development;

- To represent the Mission at Transition Plan related working groups and meetings 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 4 years attested by a diploma OR a qualification in the National Qualification 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 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of Security Sector/Rule of Law Reform in a national or host state context.

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

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

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

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

<b>Position Name:</b> Police Adviser/Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-9130 SOM-9133 SOM-9149	<b>Location:</b> Mogadishu	<b>Availability:</b> 03/04/2026 28/02/2026 ASAP
<b>Department/Division/Section:</b> Operations Department/Field Office Mogadishu/Police Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To plan, conduct and organise police training on tactics, techniques and procedures for law enforcement agencies areas of interventions (e.g. close protection, checkpoints, patrolling, checkpoints, weapon handling, firearm discretion and shooting, criminal investigation and community policing), in particular for robust type of police units;
- To conduct Mission direct police training activities according to the Mission Implementation Plan (MIP), related to the training plan and with agreed external training curricula;
- To provide operational guidance and advice to the Somali Police Force (SPF) and the Federal Member States on the development and implementation of broader policing policies and procedures related to police training, policing, command and control, intelligence led policing and police administrative functions, with particular focus on the SPF Headquarters' Operations, Command and Control, Communications and/or Information/Intelligence Directorates;
- To promote effective cooperation between the Somali Police bodies, both at federal and member-state (regional) level;
- To promote effective cooperation between the Somali Police Force and judiciary, with the aim of strengthening the first level of the judicial chain;
- To establish efficient working relationships at operational level with all the key stakeholders involved in the development of the Somali policing capacity, including EU Delegation, UNSOM, UNDP, UNODC and AMISOM complementing their activities on broader police development on operational level;
- To gather data about the workload/performance of local counterparts.

### 3. General Tasks and Responsibilities:

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

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

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

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

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

- Ability to mentor, advise and motivate local counterparts;
- Organisational, planning and project development skills;
- Knowledge of Security Sector/Rule of Law Reform in a national or host state context.

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

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

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

- Knowledge and experience in change management;
- A general knowledge of training, planning training activities and construction of training curriculums, etc. Including leadership training different levels (strategic, operational and tactical);
- Ability to accompany and motivate local counterparts;
- Military, gendarmerie or robust police background and the ability to translate this in training and lessons plans.

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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

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

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

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

- Ability to mentor, advise and motivate local counterparts;
- Experience in designing and delivering training;
- Knowledge of EU Maritime Strategy and related policies;
- Knowledge of policies and organisational aspects of a maritime administration, implementing maritime security and Coast Guard functions;
- Knowledge of maritime law;
- Knowledge of human rights and gender practices.

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

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

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

- Professional certification in mentoring, monitoring & advising;
- Professional training qualification/certification.

<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9144	<b>Location:</b> Somaliland	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/ Field Office Somaliland/ Maritime Security Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

The Maritime Adviser reports to the Head of Field Office Somaliland

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts;
- 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 and stakeholders;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To assess the status of the institutional development of maritime civilian law enforcement agencies and give expert recommendations;
- To support the Mission's efforts in addressing areas of structural weakness in the performance and accountability of respective counterparts/ institutions and to propose solutions to strengthen them;
- To build strong working relationships with relevant actors in Somaliland and other key stakeholders (including international stakeholders, other EU instruments, UN organisations, countries involved in bilateral activities);
- To advise counterparts on the development of governance of maritime civilian law enforcement agencies and develop and organise training, including in the field of human resources, recruitment, management, accountability, oversight and gender representation;
- To promote effective cooperation and information sharing between the civilian maritime law enforcement agencies and judiciary, to strengthen the first level of the judicial chain;
- To contribute to elaborating Standard Operational Procedures (SOPs) concerning the civilian Coast Guard functions and performance of law enforcement at sea.

### 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:**

- Knowledge of EU Maritime Strategy and related policies and maritime law;
- Good understanding of policies and organisational aspects of a maritime administration, implementing maritime security and civilian Coast Guard functions;
- Good knowledge of human rights and gender practices.

**6. Desirable Qualifications and Experience:**

- Previous experience in the delivery of education and training connected to the civilian Coast Guard functions;
- Experience in providing training in boat handling, navigation and maritime communications (GMDSS, OSC).
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations.

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

- Ability to advise effectively senior decision makers;
- Organisational, planning and project development skills;
- Professional training qualification/certification;
- Knowledge of Maritime operation/fisheries monitoring/maritime rescue and coordination centre functions.



<b>Position Name:</b> Senior Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9158	<b>Locations:</b> Puntland	<b>Availability:</b> 29/06/2026
<b>Department/Division/Section:</b> Operations Department/ Field Office Puntland/ Maritime Security Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

**4. Essential Qualifications and Experience:**

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Professional certification in mentoring, monitoring & advising;
- Professional training qualification/certification.

<b>Position Name:</b> Project Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9166	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Planning, Reporting and Evaluation Division/ Project Cell	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

The Project Manager reports to the Head of Project Cell.

### 2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation, particularly related to Federal Darwish training, equipping and where applicable, support for deployment;
- To actively support the onsite delivery in the training camp of the Federal Darwish project in all its components by liaising and integrating with teams from the different units of the mission and expediting project related administrative and logistical elements;
- To act as contact point and responsible for implementation of contracts of supplies and services, especially related to Federal Darwish training project;
- To ensure stakeholder management, accurate communication and efficient facilitation during onsite activities of the Federal Darwish training project;
- To perform contractual related camp management activities linked to the training facilities for Federal Darwish project;
- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability;
- To ensure that all contract related expenditures are documented in compliance with the regulation on the financial rules applicable to the general budget of the Union;
- To support the delivery, reception, acceptance, stock and inventory of all goods for the Project Cell, including the preparation of all relative documents and certificates;
- To support the monitoring of the projects goods warranties and works liabilities;
- To provide support for the preparation of the handover of the equipment to beneficiaries and to organise the physical delivery, as required;
- To support, within projects, organising the facilities and event set-up, planning and organisation of conferences, workshops, training activities or other expertise transfer activities for Somali counterparts;
- To support the preparation of market researches and terms of reference for equipment and goods and the preparation of the procurement dossier;
- To support project analysis, project knowledge management activities and development/enhancement of the project information systems;
- To ensure that Project Cell's paper and electronic archive, as well as dedicated databases, are properly managed and updated.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

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

**4. Essential Qualifications and Experience:**

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

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

## **SECONDED/CONTRACTED POSITIONS**

<b>Position Name:</b> Logistics Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Assistant Level
<b>Ref. Number:</b> SOM-9051	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/Mission Support Department/General Support Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### **1. Reporting Line:**

The Logistics Assistant reports to the Head of General Support Section.

### **2. Main Tasks and Responsibilities:**

- To coordinate all aspects of logistical and supply needs such as, the acquisition, distribution allocation of logistical resources;
- To provide supply chain management solutions, transportation and coordination/management of aspects related to customs clearance procedures;
- To monitor supplies of materials and products to ensure Mission members have access to required items;
- To assist in the development and maintenance of the assets inventory;
- To maintain records of the quantity, type, and value of assets and supplies;
- To prepare reports, such as inventory balance, price lists, and shortages;
- To prepare a list of depleted items and recommends survey of defective or unusable items;
- To forecast future stock needs;
- To assist in prioritizing and coordinating the logistical activities in the area of competence;
- To collect, file and forward, draft technical reports and implement operating instructions, guidelines and procedures;
- To provide logistical support regarding computers, vehicles, furniture, telecommunications, etc.;
- To barcode equipment and maintain barcode databases;
- To prepare and process finance and procurement documents for invoice handling, budget management, and procurement;
- To assist drafting technical specifications/terms of references, market surveys, and other tender related documents;
- To assist in coordinating vehicle maintenance and fleet management;
- To plan vehicle maintenance activities and produce reports to document all servicing and repairs.

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

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

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

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education and/or professional

technical/mechanical trade and/or technical engineering such as a qualified technical trade and attested by a diploma; AND

- A minimum of 3 years of professional experience, after having fulfilled the education requirements.

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

- Ability to keep accurate and up-to-date records.

**6. Desirable Qualifications and Experience:**

- Administrative experience;
- Training in logistics, asset management and transport management or any other related courses;
- Knowledge of current technologies used for Logistics, Supply Chain Management, Asset Management, Inventories, Enterprise Resource Planning (ERP) System etc.;
- International experience, particularly in crisis areas, with multinational and international organisations.

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

- Logical analytical approach to solving problems using sound judgment and decision making methodologies;
- Knowledge of the administrative and financial procedures related to logistics activities;
- Good command of spoken and written English including vehicle and logistics related vocabulary;
- Good report writing skills.

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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education and a professional training or certification in a CIS related field; AND
- A minimum of 3 years of professional experience, after having fulfilled the education requirements.

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

- Knowledge in current Microsoft Windows client operating systems, and current Microsoft Office applications;
- Hands-on experience in troubleshooting IT hardware and software issues.

**6. Desirable Qualifications and Experience:**

- Previous experience with radio communications systems, satellite communication, positioning/navigation technologies.

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

- Knowledge of technologies with wired and wireless networks e.g. LAN, WAN;
- Knowledge of current Windows Server operating systems;
- Practical knowledge in supporting users on Microsoft Office 365.



<b>Position Name:</b> Administrative Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-9167	<b>Location:</b> Puntland	<b>Availability:</b> 01/02/2026
<b>Component/Department/Unit:</b> Mission Support	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Administrative Officer reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities:

- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures and guidelines in Mission Support;
- To assist the Head of Mission Support in scheduling Mission Support related activities;
- To verify reports, data and information in the Mission Support reporting structure;
- To administer and distribute relevant reports and required information to internal and external functions;
- To write minutes of meetings and follow up on tasks within Mission Support;
- To coordinate internal communication within Mission Support and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents, as requested;
- To maintain office services by assisting the Head of Mission Support in organising office operations and procedures, managing correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions;
- To contribute to the maintenance of the filing system to meet administrative, legal and financial requirements.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

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

### 6. Desirable Qualifications and Experience:

- Knowledge of current technologies used for Administration such as Enterprise Resource Planning (ERP) System;

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

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

- Reporting skills;
- Knowledge of EU financial regulations.