

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Advisory Mission in the Central African Republic EUAM RCA 1-2026 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union CSDP Advisory Mission in the Central African Republic			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (9)</u>			
	BSE 1	Policy Support and Reporting Officer (Brussels Support Element)	Brussels	ASAP
	CA 02	Political Adviser	Bangui	ASAP
	CA 05	Planning, Reporting and Evaluation Officer	Bangui	12 Jul 2026
	CA 17	Procurement Officer	Bangui	ASAP
	CA 56	Planning, Reporting and Evaluation Officer	Bangui	ASAP
	CA 38*	Strategic Adviser on Human Resources and Personnel Management (Police)	Bangui	01 Sep 2026
	CA 39	Strategic Adviser on Training (Gendarmerie)	Bangui	01 Aug 2026
	CA 40	Strategic Adviser on Training (Police)	Bangui	ASAP
	CA 76*	Project Manager	Bangui	01 Sep 2026
	<u>Seconded/Contracted (4)</u>			
	CA 11	Head of Mission Support Department	Bangui	ASAP
	CA 16	Procurement Officer	Bangui	ASAP
	CA 49	Mission Information Security Officer	Bangui	ASAP
	CA 54	Head of Human Resources	Bangui	ASAP

Deadline for applications:	Wednesday, 13 May 2026, at 17:00 (Brussels time)
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i></p>
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p>Ms Cristina PILATO CIVOPSHQ-HR-EUAM-RCA@eeas.europa.eu +32 (0)2 584 62 12</p>

* Availability of post is subject to the Council Decision extending the mandate of the Mission.

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 European Union CSDP Advisory Mission in the Central African Republic 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).

Contracted personnel – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

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

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

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

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

Specificities for high or critical threat missions

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

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

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

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of duty/contract period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operation Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EUAM RCA, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

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

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

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

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

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

II. REQUIREMENTS

II.A Essential requirements

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

Physical and mental health – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

Education and training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

Knowledge – Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Skills and abilities

Language skills – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

Communication and interpersonal skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Digital skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

Driving skills – Candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

II.B Desirable requirements

Knowledge of the Mission area – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

Knowledge and experience of Security Sector Reform – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

Training and experience – Candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Knowledge of local language(s), depending on the job tasks and responsibilities.

Driving licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

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

Education diploma(s)/certificate(s) and/or professional certificate(s) – Selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up their duties.

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

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

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

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

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

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

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

For selected contracted candidates, in compliance with "Fit to work clearance procedure", a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Personal protection equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

Deficiencies in any of the documents requested for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

Application form – Applications will be considered only when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for.

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-learnings>.

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

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

Data protection – The EEAS/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 POSITIONS (9)

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

1. Reporting Line

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Previous professional experience in a Civilian CSDP Mission.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: CA 02	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission/ Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Drafting and presentation skills;

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

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous working experience in Africa, particularly Central African Republic.

Position Name: Planning, Evaluation and Reporting Officer	Employment Regime: Seconded	
Ref. Number: CA 05 CA 56	Location: Bangui, CAR	Availability: 12 Jul 2026 ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

Position Name: Procurement Officer	Employment Regime: Seconded	
Ref. Number: CA 17	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Mission Support/Procurement	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Procurement Officer reports to the Head of Procurement.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration / law / procurement / supply chain or other related field;
- Experience in planning and implementing projects and programs;
- Experience in financial management of tendering processes and audits, preferably

including EU procedures;

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Strategic Adviser on Human Resources and Personnel Management (Police)	Employment Regime: Seconded	
Ref. Number: CA 38*	Location: Bangui, CAR	Availability: 01 Sep 2026
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Strategic Adviser on Training (Gendarmerie)	Employment Regime: Seconded	
Ref. Number: CA 39	Location: Bangui, CAR	Availability: 01 Aug 2026
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising, training and mentoring local counterparts on the strategic and operational levels;
- 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 work embedded within the local institution, security situation permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers and contribute to the implementation of Mission projects;
- To design and deliver training;
- To support the development of the Gendarmerie in the field of training through appropriate activities;
- To be the key interlocutor with the Gendarmerie;
- To develop policies and strategies together with the local counterparts.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of human resources and personal management at strategic level;
- French language skills: minimum level B1/B2 (Independent User);

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- Training Certification.

Position Name: Strategic Adviser on Training (Police)	Employment Regime: Seconded	
Ref. Number: CA 40	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of training in a law enforcement environment at strategic level;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in developing strategies and policies, including at strategic and/or ministerial level and with civilian security institutions;
- International experience, particularly in crisis areas with multinational and international organisations;
- Previous working experience in Africa, particularly Central African Republic.

7. Desirable Knowledge, Skills and Abilities:

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Experience in project management;
- Professional training qualification/certification.

Position Name: Project Manager	Employment Regime: Seconded	
Ref. Number: CA 76*	Location: Bangui, CAR	Availability: 01 Sep 2026
Component/Department/Unit: Head of Mission Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Project Manager reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To ensure project proposals are in line with Mission mandate and coordinated internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

- Previous working experience in Africa, particularly Central African Republic.

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU Financial and Procurement Regulations;

SECONDED/CONTRACTED POSITIONS (4)

Position Name: Head of Mission Support Department	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: CA 11	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Head of Mission/Chief of Staff Office /Mission Support	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to establish, plan, and review priorities;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to work in a demanding, deadline driven environment.
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: CA 16	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Mission Support/Procurement	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Procurement Officer reports to the Head of Procurement.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration / law / procurement / supply chain or other related field;
- Experience in planning and implementing projects and programs;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;

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

7. Desirable Knowledge, Skills and Abilities:

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

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

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

1. Reporting Line:

The Head of Human Resources reports to the Head of Mission.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of human resources management working experience, after having fulfilled the education requirements, out of which a minimum of 2 years of experience at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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