



Requirements and Job Descriptions

European Union Capacity Building Mission in Somalia (EUCAP SOMALIA) 1-2026 Call for Applications – National Staff (Somalia)				
Organisation:	EUCAP			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Availability
	LM003	Senior National Adviser	Mogadishu	ASAP
	LH004	Project Officer	Hargeisa	ASAP
	LM028	Transport Assistant (Mechanic)	Mogadishu	ASAP
Deadline for Applications:	23rd April 2026 at 16:00 EAT			
E-mail Address to send the Job Application Form to:	jobs@eucap-som.eu			
Application process	<ul style="list-style-type: none"> • Application form can be downloaded from: https://bit.ly/45lppoG • Send filled in application to jobs@eucap-som.eu electronically only; • Applications will be considered only when using the Application Form (AF), indicating which position(s) the candidate is applying for; • Please, fill in <u>only one</u> application form containing maximum 2 positions you apply for; • More than one application form will not be accepted from the same applicant, in case more than one is sent, the earliest will be taken into consideration; • Applications should be filled in English; • Only duly filled in English application forms will be accepted; • Should you need additional employment records, you can modify the application form accordingly; • All other forms of applications and/or after deadline submissions will be disregarded; • None of the documents submitted will be returned; • Due to the high number of applications received in each selection procedure, only shortlisted candidates invited for the interview phase will be contacted. 			



I. GENERAL CONDITIONS

Citizenship – Applicants need to have citizenship of Somalia or have to be in possession of a work/residence permit in Somalia.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality, and self-discipline within the Mission. The 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 – The 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 – The 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.

Physical and Mental Health – The 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. To ensure duty of care in a non-benign environment, selected candidates shall be able to serve the full period of contract before reaching the normal age of retirement in the country of residence.

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

II. ESSENTIAL REQUIREMENTS

The following are essential requirements in respect of national experts to the Missions for all job descriptions:

Education and Training – The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or similar, at a level specified in the individual job descriptions.

Knowledge – The candidates should have knowledge of the EU Institutions and Mission Mandate.

Skills and abilities

Language Skills² – Spoken and written proficiency in English as the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

² [Common European Framework of References for Languages](#)



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

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Serious deficiencies in any of these essential requirements may result in termination of the contract.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

National ID card or work/residence permit – The shortlisted candidates will provide the national ID card or work residence permit before the date of the interview.

Education diploma(s)/certificate(s) and/or professional certificate(s) – The selected national 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 the duties. 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.

Criminal records certificate – The selected candidates will have to present a criminal records certificate before they will sign the contract of employment.

Certificate/Booklet of Vaccination – The 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 Mission area.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by selected personnel and 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.

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

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325 on women peace and security.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed by video call/phone, before the final selection is made.

Information on the Outcome – The candidates will be informed about the outcome of the selection process after its completion.



Training – The selected candidates should complete induction and security/medical training upon arrival.

Data Protection – The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. 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).



EUCAP
Vacancy for National Staff
LM003 Senior National Adviser

(1 position)

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Adviser

Group Classification: 1

Reporting Line:

The Senior National Adviser will be under the direct supervision of Deputy Head of Mission and will report to him/her.

Main Tasks and Responsibilities:

- To advise the HoM/DHoM in all matters related to the execution of the Mission's mandate and to assist her/him in carrying out her/his functions;
- To contribute to the articulation and implementation of the key areas of the Mission's mandate and advisory processes and the facilitation of effective relations of the federal and state governments with the relevant coordination structures by liaising between the Somali authorities and principal international partners as instructed by HoM/DHoM;
- To support the Mission's work on security and justice (Police, Maritime Security & Rule of Law), federalization, the constitutional reform and legislative regarding the aspects of internal security and justice (Police, Maritime Security & Rule of Law);
- To provide sound advice and context background to inform programmatic actions on the Mission's mandate implementation;
- To contribute to better articulation of Mission's mandate in relation to the Somali political and policy context, including all relevant strategic documents, such as the National Development Programme and its successor, the decision of the National Consultative Council (NCC) and its implementation, etc.;
- In close cooperation with the Senior Political Advisor to provide sound advice to the Mission on security and political dynamics within Somalia, including Somaliland, and in relation with its neighbours;
- To support the Mission Analytical Capability in finding information regarding sensitive processes and Somali counterparts;
- To contribute to advocate for the Mission's mandate implementation in Somalia with federal and state stakeholders and international and regional partners;
- To translate and interpretate from Somali to English and vice versa during meetings, events, conferences, etc. Translating of written Somali (newspaper articles, correspondence, letters, strategic documents, concepts, etc.) into written English and vice versa;
- To accompany the HoM/DHoM to external meetings, and to translate in those meetings when needed and provide readouts of these meetings;
- To summarise information and prepare briefing materials for the HoM/DHoM;
- To ensure a smooth information flow within, from and to the Head of Mission Office and other Mission organisational units and offices and support the Executive Officers in their tasks;
- To establish and maintain relationships with the Mission senior management;
- To be aware of any relevant issues within the Mission that could impact on HoM/DHoM;



- To contribute to the political aspects of press and public information activities, including assisting in clearance of draft press releases, public statements and articles as appropriate and support the PPIO officers in their tasks;
- To assist the HoM/DHoM in clearing Mission reports;
- To maintain the highest level of confidentiality when dealing with assigned tasks and responsibilities, as well as with all EUCAP documents and information;
- To contribute to mission reporting in the area of competence;
- 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).

Essentials Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma (Master Degree). The qualification should be in Law or equivalent/related field, such as human rights or political science;

AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience within an international organization, government, private company or a law firm, with substantial experience in international, administrative, public and regulatory law matters.
- Experience of working in a complex environment with multiple actors.

Essential Knowledge, Skills and Abilities:

- Drafting, reviewing, editing and presentation skills with proficiency in Microsoft Word, PowerPoint, Excel, Outlook, and the Internet;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy;
- Familiarity with diplomatic protocol;
- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks in an energetic environment with multiple priorities;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent communication and analytical skills in both written and spoken English and Somali language;
- Experience in translations from Somali to English and vice versa;
- Strong sense of confidentiality and discretion.

Desirable Qualifications and Experience:

- A PhD in law or equivalent/related field, such as human rights or political science;
- Having a wide network to public officials in the Federal Government of Somalia;
- Previous professional experience working in an international organization;
- Education and/or Certificate as a professional translator/ interpreter from Somali to English and vice versa;
- Knowledge of maritime issues in the host country and at international level;
- Knowledge of relevant jurisprudence in the host country;
- Knowledge of European Security Defence Policy (ESDP) Missions and EUCAP activities in Somalia;
- Ability to work without supervision, complete assigned tasks within strict deadlines and consistently maintain quality and accuracy in performance of duties;



- Able to maintain a clean, safe and hazard free working environment. Meticulous time keeping, and ability and willingness to work additional hours if required.

Special Note:

- Mandatory requirement to pass security clearances and medical check



EUCAP
Vacancy for National Staff
LH004 Project Officer

(1 position)

Duty Station: Hargeisa

Availability: As soon as possible

Post Category: Project Officer

Group Classification: 2

The Project Officer will be under the direct supervision of the Head of Project Cell and will report to him/her and in the coordination of the Head of the Field Office.

Main Tasks and Responsibilities

- To assist in project planning and development and support the implementation of the Mission's projects, in relation to Somaliland institutions/organizations and other international partners;
- To ensure onsite quality control, monitoring, support and sustainability for the communications and infrastructure projects implemented by the mission or to which the mission contributes (e.g. facility infrastructure, , maritime awareness and communications systems, radar & radiocommunications equipment integration, power systems, tower maintenance);
- To frequently visit the headquarters and local branches of Somaliland institutions, partners in/beneficiary of the projects, and work together with/support the national project teams in order to advance the project activities;
- To assess project proposals within Somaliland specific legal and socio-economic environment and make recommendations on the feasibility and sustainability of projects;
- To support and, when needed, provide advice to project leaders (within the Mission's operational components) in preparing English/Somali versions of project documents such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To support and facilitate organization/participation of Somaliland delegations to workshops, conferences, official events abroad;
- To provide advice or written analysis in order to ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with Somali stakeholders;
- To facilitate the communication on projects both internally (project leaders - elements of Mission Support) and externally (project leaders – external stakeholders);
- To maintain a record of the project activities and prepare briefs and updates on project progress for partner Somaliland institutions;
- To perform and, where needed, support, during and upon project completion, project reporting and evaluation, as well as compiling in English/Somali evaluation reports, project management documents or other types of expected deliverables (documentation) for internal and external stakeholders;
- To support, mainly within partner Somaliland institutions, mentoring on project/grant management, the development of best practices on project management, provision of



training recommendations and facilitate arrangements for recording lessons identified/learnt;

- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability;
- To travel to EUCAP Field Offices (Mogadishu, Puntland), other locations in Somalia, EUCAP Nairobi back office, as well as to other locations abroad in order to provide support for project activities and facilitation for Somali official delegations;
- In coordination with members of the Project Cell, with approval of the Line Manager, to travel to various sites with the purpose of performing needs assessments, project activities preparation and organisation, reception of supplies delivered in the projects, while accurately documenting such activities;
- To perform checks of the inventory of supplies for the project activities, when requested, and to support the permanent updates of the inventory record at the level of the Field Office;
- To undertake any other related tasks as requested by the Line Manager(s).

Essentials Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma, certificate or equivalent;
- The qualification should be in any of the fields of Civil Works, Construction, Electrical, Electro-Mechanical, Telecommunications, Electronics, Mechanics or related fields.
AND
- After having fulfilled the education requirements, a minimum of 2 years of professional experience, in any of the following fields (one field or combined): construction projects (public or private), logistics support, telecom project management, facility management, maintenance of technical infrastructure, operation and maintenance of telecom towers, integration or maintenance of radio and radar equipment, electrical network or power systems, solar power/renewable systems, backup power solutions including generators, or other closely related support for technical projects;

Essential Knowledge, Skills and Abilities:

- Excellent level of written and spoken English and Somali;
- Excellent knowledge and experience of MS Office Suite Package;
- Complex and difficult office work independently, including ability to work remotely, when needed, self-organize and deliver high quality results;
- Teamwork oriented;
- Time management and problem-solving skills;
- Good interpersonal and communication skills;
- Strong sense of confidentiality and discretion;
- Punctuality, reliability.
- Driving license valid in Somaliland (equivalent category B, small vehicle as per categorization of the Ministry of Transportation and Road Development) or similar authorization from responsible authorities



Desirable Qualifications and Experience

- Training and professional practice with AutoCAD, including producing high quality technical documentation or revising/adjusting existing documentation under the pressure of tight deadlines;
- Academic/professional training in any of the technical areas related to integration/maintenance of maritime awareness/communications projects (e.g. Communications Systems, Networking, Radiocommunications, Fiber Optic, Applied Signals or closely related fields);
- Project management training (professional/academic) or experience;
- Experience in environments with unreliable grid electricity and reliance on generator-supported operations would be considered an asset.
- Competency in other foreign language/s relevant for the Gulf of Aden area (Arabic, French);

Special Note

- Mandatory requirement to pass security clearances and medical check.



EUCAP
Vacancy for National Staff
LM028 Transport Assistant (Mechanic)

(1 position)

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Technical

Group Classification: 4

Reporting Line:

The Transport Assistant (Mechanic) will be under the direct supervision of Head of General Support Section and will report directly to him/her.

Main Tasks and Responsibilities:

- To monitor outsourced and to conduct maintenance and repair of EUCAP vehicles in accordance with the vehicle manufactures standards;
- To support, at request from other units, diagnosis, maintenance and maintenance training activities related to mechanical work, including for marine engines and associated mechanical systems, both on mission premises and outside mission premises, in Somalia, Somaliland and Kenya;
- To ensure the transport system within the area of responsibility;
- To monitoring the fleet fuel accountability, damages to the vehicles, road accidents and insurance cover;
- To input and maintain vehicle information and data in the electronically Fleet management System;
- To manage the spare parts and keep required stock levels;
- To support and assist in the preparation of reports and makes recommendations as necessary on various transport matters within her/his area of competence;
- To support and assist in maintaining a data base for cost-control/analysis, scheduling of services/repairs and ensures tracking of reimbursements of repairs after accidents;
- To provide support on transport related matters to mission members during the trips to the fields;
- To update and maintain vehicle related assets in the asset management software;
- To support market survey process;
- To provide required documents and perform necessary checks for invoice verification, and contract management;
- To submit reports in his/her field of responsibility;
- To be available to participate in field trips across the Mission area (Somalia,) as required;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager.

Essential Qualifications and Experience:

- Successful completion of secondary education attested by a certificate;
AND
- After having fulfilled the education requirements, a minimum of 3 years of professional experience in a relevant field of work.

Essential Knowledge, Skills and Abilities:

- Proficiency in car maintenance and repairs;
- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;



- Good English writing and editing skills, with proficiency in Microsoft Word, Excel, Outlook, and the Internet;
- Good communication and analytical skills in both written and spoken English; must be able to express him/herself clearly and concisely in written and oral form;
- Good language skills in the Local Native language;
- Honesty and integrity; strong sense of confidentiality and discretion in dealing with staff-related matters and financial issues;
- Proven interpersonal skills and the ability to harmoniously work in a multi-cultural, multi-ethnic team with sensitivity and respect for diversity;
- Strong organizational skills and ability to effectively perform the assigned tasks in a dynamic environment;
- Continuous improvement attitude and ability to learn and apply new concepts;
- Ability to manage time effectively in order to ensure that tasks are completed within the given timelines; ability to adapt to different situations and to efficiently respond under high-pressure circumstances, while still acting with courtesy;
- Capable to work both indoors and outdoors under extreme conditions, and to load and move heavy equipment as required with adequate tools;
- Working schedule is day shift with flexibility to respond to urgent and/or after-hour needs. May be required to work on shift during Weekends and Holidays as required;
- A valid EU category “C1” driving license or equivalent.

Desirable Qualifications and Experience:

- A professional qualification in Logistics, Supply chain, Engineering, Maintenance or equivalent;
- Previous work experience with an international and/or government organisation;
- Knowledge of using electronic Fleet Management, inclusive tracking software;
- Knowledge and/or prior experience in diagnosis, maintenance and minor repair of marine engines and associated boat mechanical systems would be an asset.
- Good knowledge of the local market;
- Experience in Enterprise Resource Planning programs, namely in Inventory Management;
- Previous experience in tasks and responsibilities as described above.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.