

Amendment 3 Annex 1 – Requirements and Job Descriptions

European Union CSDP Advisory Mission in the Central African Republic (EUAM RCA) 3-2021 Call for Contribution

Organisation:	European Union CSDP Advisory Mission in the Central African Republic (EUAM RCA)			
Job Location:	Bangui, Central African Republic			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u> (2 positions)			
	CA 37*	Senior Strategic Adviser on Organisational Consolidation (Police)	Bangui	ASAP
	CA 56	Planning, Evaluation and Reporting Officer	Bangui	ASAP
	<u>Seconded/Contracted</u> (9 positions)			
	BSE 1**	Policy Support, Analysis and Reporting Officer (Brussels Support Element)	Brussels	ASAP
	CA 04	International Secretary	Bangui	ASAP
	CA 15	Finance Officer	Bangui	ASAP
	CA 25 CA 52	Mission Security Officer	Bangui	ASAP
	CA 33*	Nurse	Bangui	01/01/2022
	CA 53	Head of Procurement	Bangui	ASAP
	CA 62	Strategic Adviser on Interoperability with Customs	Bangui	ASAP
	CA 65	Press and Public Information Officer	Bangui	01/01/2022

Deadline for applications:	06 December 2021 at 17:00 CET (Brussels time)
Job Application Form:	<p>1. For seconded candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>2. For contracted candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p>
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr Andre KONZE CPCC-EUAM-CAR@eeas.europa.eu +32 460 84 38 48</p>

*pending extension approval **pending PSC approval

EUAM RCA bears a Non-Family Mission status due to the present risk rating of the Mission area, which includes high risks in term of health, notably Malaria and Covid-19. 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 tour of duty or contract. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

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, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing and invited third States are not entitled to receive allowances paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English or French 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. Such documents are time critical and due as soon as successful selection is notified.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the respective Budgetary Impact Statement, the initial duration of the deployment will be 12 months.

The Civilian Operations Commander requests that 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 – The candidates must have citizenship of an EU Member State.

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 obtained 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 and in its Area of Operation. 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 (Third) States/country of residence.

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:

1. Education and Training

The candidates must have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The 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).

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission. French basic knowledge is required, and the Mission will provide compulsory intensive language courses.

Communication and Interpersonal Skills and Cultural sensitivity – The candidates must have a proven record of excellent interpersonal and communication skills, both written and oral as well as cultural sensitiveness.

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.

Driving Skills – The 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 essential requirements may result in repatriation/termination of the secondment/contract.

II.B Desirable Requirements

Knowledge of the Mission area – The 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 SSR - The candidates should be acquainted with Security Sector Reform concepts and practices as well as challenges posed in less developed countries.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Driving Licence - Category B driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

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

Passport – The selected candidates must have a passport from their respective national authorities. 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, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission. On the basis of a SOMA to the benefit of the Mission, the Mission can assist by issuing a travel order which makes the visa requirement obsolete.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, in a timely manner and NLT before signing the contract or the taking up duties.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, a copy of the certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to LIMITE/LIMITED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunizations received. They also must be vaccinated according to the required immunisations for the Mission area. (Yellow fever vaccination is compulsory to be admitted to the country).

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of COVID-19. 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 seconded/contracted personnel as well as interns 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 (CivOpsCdr instruction 12-2018 as amended.)

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment and armament as described in Annex 2 of this CfC.

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 EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

Application Form – Applications will be considered only when using the online Application Form (AF) indicating which position(s) the candidate is applying for.

Selection Process – The candidates considered to be most suitable will be shortlisted and interviewed by phone or video means by CPCC 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.

N.B The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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.

E-Training – The selected candidates should complete E-MISSIONWISE + E-SAFE³ modules.

Pre-Deployment Training (PDT) – The selected candidates will have to undergo Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

HEAT For High threat environments, Hostile Environment Awareness Training (HEAT) qualification (within the last 3 years) is compulsory.

Personal 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. The [privacy statement on Meetings and Events](#) 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).

³ <https://webgate.ec.europa.eu/eeas/security-e-learning>

SECONDED POSITIONS

Position Name: Planning, Evaluation and Reporting Officer	Employment Regime: Seconded	
Ref. Number: CA 56	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Mission HQ/CoS	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with all mission departments, notably the Operations Department;
- To report and to evaluate the Mission's achievements internally as well as externally;
- To contribute to the mission's regular, special and incident reports
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the progress and impact of the Mission's activities;
- To support and contribute to the collection of the Mission's Lessons Learned observations;
- To prepare and give presentations;
- To maintain a workflow for the MIP;

3. General Tasks and Responsibilities

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.

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; AND
- A minimum of 4 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements;
- Previous relevant professional experience in Africa

5. Essential Knowledge, Skills and Abilities

- Excellent Analytical skills;
- Excellent drafting skills;
- Knowledge and experience in benchmarking
- Time management and ability to prioritise multiple tasks;
- Self-motivation to work without close supervision;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

University and/or Master's Degree in business administration/project management or other related topics

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;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Proven organizational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;

Position Name: Senior Strategic Adviser on Organisational Consolidation (Police)	Employment Regime: Seconded	
Ref. Number: CA 37	Location: Bangui/CAR	Availability: ASAP
Component/Department/Unit Operations Department	Security Clearance Level: EU confidential	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents by advising and accompanying CAR National Police at a strategic level, in a structured manner and promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for addressing these;
- To provide analysis and recommendations to local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, particularly the progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To liaise closely with other Advisers as appropriate;
- To identify and report on best practice and lessons learned within the field of responsibility;
- To undertake any other related task as requested by the Line Manager(s).
- In close coordination with EUTM RCA Interoperability Pillar and building upon the results achieved so far,
- To advise and assist the National Police at the strategic level on policy, planning and strategy development which supports the civilian SSR agenda and Security Sector Reform Strategy adapted to the CAR context;
- To advise and assist the National Police at the strategic level on planning strategies which reflect and encourage the institutional and organisational consolidation of the "Police Nationale";
- To provide advice to senior National Police counterparts which contributes to capacity development and efficient organisation and structuration, both at central and territorial levels;
- To provide advice and guidance on concepts and doctrine in a framework of a restructuring and reform process in coherence and close cooperation with other national, regional et international actors involved in security strategies issues and in the reforms (notably the EU Delegation, the EU Training Mission (EUTM) and UNPOL);
- To identify the inter-ministerial and interagency coordination requirements in the field of national security strategies and advise the National Police accordingly how to address these.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.

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.

5. Essential Knowledge, Skills and Abilities:

- Strong professional experience and knowledge of law enforcement organisation and structure at strategic level;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience as Senior Law Enforcement Officer, preferably at HQ level;
- Experience in developing strategies and policies at strategic level;
- Experience in working with civilian security institutions at strategic level;
- Experience in working in an international crisis management environment;
- International experience in crisis areas and/or in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in project management.
- Relevant professional experience in Africa.

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;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills;
- Budgetary functioning
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;

SECONDED/CONTRACTED POSITIONS

Position Name: Policy Support, Analysis and Reporting Officer (Brussels Support Element)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: BSE-1	Location: Brussels/Belgium	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Policy Support, Analysis and Reporting Officer (Brussels Support Element) reports to the Chief of Staff, while embedded within the relevant CPCC Desks from where he/she may also take instructions.

2. Main Tasks and Responsibilities:

- To maintain close coordination between the Mission, CPCC, as well as with other relevant EEAS/Commission services and EU Member States under the overall coordination of the relevant CPCC POC (Operations and Mission Support Desk);
- To closely coordinate with the Mission regarding the Mission's mandate implementation as well as Brussels based developments and to follow closely any relevant developments in the Mission's area;
- To provide analysis on the Mission's mandate implementation;
- To contribute to the drafting of reporting, planning and other documents related to the Mission;
- To support the organisation of CPCC visits to the Mission and Mission's visits to Brussels and MS capitals;
- To regularly visit the Mission in agreement with the COS and CPCC;
- To prepare Calls for Contributions and to participate in their distribution;
- To participate in the recruitment, selection and deployment of international contracted staff; to process applications and maintain rosters and databases as appropriate, in co-ordination with CPCC and the Mission;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their nationals to the Mission;
- To advise in the preparation of Standard Operating Procedures and Job Descriptions;
- To participate in the preparation of administration related plans and reports;
- To undertake any other related task as requested by the Line Manager(s).
- To establish and maintain contacts with the Member States and other international actors as well as the civil society representatives at Brussels level;
- To use legally established policies and procedures in line with the EU legislation and regulations, as applicable to the CSDP Missions ;
- To liaise as appropriate with the CPCC and FPI3 for operational and administrative matters of the Mission at Brussels level ;
- To provide advice and assistance to the Mission departments in relation to CPCC and stakeholders.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.
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4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma with 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; AND
- A minimum of 4 years of relevant professional experience in reporting, administration, human resources management and/or political related issues, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Analytical, administrative and reporting skills;
- Networking skills.
- French language skills: minimum level C1 (proficient);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in planning and implementing projects in the field of human resources management;
- University or/and master's degree in business administration or in human resources management or international certification in human resources management.
- Experience in working in an international crisis management environment;
- Relevant professional experience in Africa.

7. Desirable Knowledge, Skills and Abilities:

N/A

Position Name: International Secretary	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level (MSAL)
Ref. Number: CA 04	Location: Bangui, CAR	Availability: 01 July 2021
Component/Department/Unit Mission HQ/CoS	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line

The International Secretary reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities

- To manage the calendar of the HoM;
- To deal with all administrative aspects of the Mission;
- To maintain regular, official contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To maintain regular contact with all Components/Department and Offices, with a particular view to ensure a good flow of relevant information within the Head of Mission Office and other Mission offices;
- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems;
- To receive and distribute all correspondence as directed by the Head of Mission to the appropriate official, staff members;
- To ensure handling and storage of confidential documentation and related information passing through the Head of Mission Office;
- To coordinate and support the implementation plans and objectives of the Head of Mission Office;
- To follow up on all travel schedules for the HoM, including liaising with Administration for authorisation, entitlements and flight reservations, etc.;
- To ensure sufficient stocks of stationery materials are kept in the office for usage by all staff;

3. General Tasks and Responsibilities

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.

4. Essential Qualifications and Experience

- A minimum level of secondary education attested by a diploma giving access to post-secondary education;
- A minimum of 3 years of experience working as Personal Assistant, Private secretary or Executive assistant to a high-level executive, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Knowledge of protocol matters;

- Personal mastery skills (discretion, confidentiality, problem solving, flexibility, time management);
- Ability to work to tight deadlines with minimal supervision;
- Administrative skills (office management, event planning, project management);
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Professional training in project management;
- Executive assistant training/course or other related training/courses.

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;
- Solution-oriented and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

Position Name: Finance Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: CA 15	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Mission Support Department/Finance	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Finance Officer reports to the Head of Finance Unit.

2. Main Tasks and Responsibilities:

- To assist the HoFIN in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the HoFIN;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To assist the HoFIN in drafting the Mission budget;
- To contribute to lessons identification;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the HoFIN;
- To undertake any other related tasks as requested by the Line Manager(s).
- To assist in the planning and set up of Mission-specific finance related core functions in the build-up phase of the Mission.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.

4. Essential Qualifications and Experience:

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

- A minimum of 4 years of relevant professional experience in the field of finance/accounting, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting software;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- University and/or master's degree in Economics or Finance or specialized training/course in finance or other related fields.

7. Desirable Knowledge, Skills and Abilities:

N/A

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: CA 25 CA 52	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer (MSO) reports to the Deputy Senior Mission Security Officer (DSMSO).

2. Main Tasks and Responsibilities:

- In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union;
- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organizations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high-risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.

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 or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

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

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

6. Desirable Qualifications and Experience:

- University and /or master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Firearms trained;
- Validated license for armoured vehicle or civilian driving licence class C or C1

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats.

Position Name: Nurse	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: CA33	Location: Bangui, CAR	Availability: 01/01/2022
Department/Division/Section: Security and Duty of Care Department/Medical Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Nurse reports to the Medical Adviser.

2. Main Tasks and Responsibilities:

- To assist, support and provide guidance to the MA on all medical, admin and welfare matters as required;
- To deputise as MA in his/her absence;
- To provide medical guidance to all staff members and undertake reporting and liaison requirements with Finance and Human Resources on sick leaves – both in and out of theatre;
- To prepare and perform medical briefings and training for all new and existing staff members as requested by the MA;
- To liaise with other relevant health care providers in mission area;
- In close cooperation with the MA, to coordinate and support medical evacuations, other emergency medical support and care operations, and to assist in providing medical support during evacuations/repatriation, including escorting patients out of theatre;
- In support of the MA, to assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if staff members need (advanced) medical treatment due to illness or emergencies, in close cooperation with the external medical provider in attendance and the mission's insurance company;
- To take on responsibility for everyday medical activities such as diagnosing and identifying medical issues through appropriate medical procedures, deciding on treatment methods (preventive and/or curative) for staff members, maintaining the Medical Unit pharmacy, ordering and procuring medication, services and other supplies and responding to medical incidents and emergencies on a 24/7 basis;
- To ensure that the contents of Basic Life Support and Trauma Kits are present and up to date, manage and keep up to date other medical equipment and assets as instructed by the MA;
- To keep and maintain a database on all accidents, incidents and recorded illnesses – and to ensure compliance with data protection for sensitive data – in conformity with medical staff-patient confidentiality;
- To monitor the epidemiological and overall medical situation in theatre, promote preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- Mobility - To work from any of the future missions operating bases in mission area;
- To undertake any other task as requested by the MA as Line Manager.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.

4. Essential Qualifications and Experience:

- Successful completion of university studies in medicine of at least 3 years attested by a diploma equivalent to level 6 in the qualification in the National Qualifications Framework or European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. minimum Bachelor's degree in Nursing;
- A minimum of three (3) years of relevant professional experience, including hands-on experience in an A&E department, primary care, pre-hospital or intensive / anaesthesia care or equivalent after having fulfilled the educational requirements;
- The candidate must be able to provide a "Certificate of good standing" issued by a competent National Authority.
- Experience in emergency medicine;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- Experience in delivering training in emergency medicine, trauma and health care.

5. Essential Knowledge, Skills and Abilities:

- Basic knowledge in French (written and verbal);

6. Desirable Qualifications and Experience:

- Experience with specialisation in Emergency Medicine, Primary Care, Intensive Care or Anaesthesia;
- Flight Medical and/or MEDEVAC experience;
- Diploma in (ATLS) Advanced Trauma Life Support, AMLS (Advanced Medical Life Support), PHTLS (Prehospital Trauma Life Support). ACLS (Advance Cardiac Life Support) trained;
- Successful completion of MIMMS (Major Incident Medical Management and Support) training;
- Instructor Diploma in Cardio Pulmonary Resuscitation (CPR) support;
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7. Desirable Knowledge, Skills and Abilities;:

- Ability to perform under stress, in hostile environments and difficult circumstances;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Ability to establish and to maintain effective working relationships as a team member;
- Have good organisational and time management skills.
- Knowledge of the Mission area of operation.

Position Name: Head of Procurement	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: CA 53	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit Mission Support Department/ Procurement Unit	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Procurement Unit;
- To lead, develop, manage and co-ordinate the CSDP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide assistance to the Mission members related with all contracting and procurement matters;
- To develop professional relationships and work partnership with the EU Commission in the field of contracting and procurement for the Mission;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. General Tasks and Responsibilities

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.

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 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level;

5. Essential Knowledge, Skills and Abilities

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Specialized training/course in the field of procurement;

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.
- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;

7. Desirable Knowledge, Skills and Abilities

- N/A

Position Name: Strategic Adviser on Interoperability with Customs	Employment Regime: Seconded/contracted	Post Category for Contracted: MSML
Ref. number: CA 62	Location: Bangui Bangui/CAR	Availability: ASAP
Component/Department/Unit: Operations Department	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line

The Strategic Adviser on Interoperability with Customs 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 the CAR Customs administration at a strategic level, in a structured manner and promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for addressing these;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. General Tasks and Responsibilities

In close coordination with relevant international actors, such as MINUSCA/RoL and SSR section, MINUSCA/UNPOL, UNDP, UNODC and building upon the results achieved so far,

- To advise and assist the CAR customs administration authorities on policy, planning and strategy development to support the civilian SSR agenda and SSR Strategy adapted to the CAR context;
- To advise the customs administration relevant authorities on establishing close cooperation and coordination with the Internal Security Forces (the "Police Centrafricaine" and the "Gendarmerie Nationale") on border and customs related matters, particularly on coordinated and integrated border management;
- To provide advice to senior customs administration counterparts on border and customs related matters, which contributes to the interoperability of the security sector actors pursuant to the objective of sustainable synchronised deployment of CAR law enforcement authorities at territorial level;
- To provide advice and guidance on concepts and doctrine on border and customs related matters according to World Customs Administration and international standards, in a framework of a closer cooperation with the internal security forces
- To strengthen the daily relationship between the customs administration actors and the internal security forces as well as other components of the justice sector.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European

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

- A minimum of 5 years of relevant professional experience, including experience in/sound knowledge of customs aspects, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities

- Strong experience and in-dept knowledge of customs, with substantial insight in all facets of the job;
- Strong experience as senior customs officer /practising lawyer/magistrate
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Strong professional experience in interacting with security sector actors;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience in working with civilian security institutions at strategic level;
- Experience in working in an international crisis management environment;
- Experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process.
- Experience in customs reform either domestically or internationally.
- Previous relevant professional experience in Africa.

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;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

Position Name: Press and Public Information Officer - PPIO	Employment Regime: Seconded/contracted	Post Category for Contracted: MSML
Ref. number: CA 65	Location: Bangui Bangui/CAR	Availability: 01 January 2022
Component/Department/Unit: Press and Public Information Office	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Press and Public Information Officer reports to the Chief of Staff

2. Main Tasks and Responsibilities:

- To develop and implement the Mission Strategic Communications Plan, guidelines and plans of the Mission in line with the agreed Information Strategy for CAR and the EU guidelines on strategic information;
- To manage the Mission's website and social media platforms, with content;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To draft engaging, target oriented stories, news and updates on Mission activities and mandate implementation, and to adapt the content to the different channels used by the Mission;
- To assist in analysing the Mission's public impact and contribute to make the Mission better known to the public and to key interlocutors.
- To coordinate the production of the Mission's visual and audio-visual information material
- To act as spokesperson in the absence of the PPIO;
- To organise and conduct press conferences, briefings and other media events;
- To coordinate arrangements for visiting journalists;
- To organise contract/tender/designs for Mission visibility items;
- To contribute to the identification, analysis and handling of disinformation as directed;
- To undertake any other related tasks as requested by the Line Manager(s).

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Head of Operations Support Pillar.

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 Communication Sciences, Public Relations, Political or Social Sciences, Business Administration; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting and good presentation skills;
- Ability to develop the public information contents of the Mission
- Proficiency with social media platforms, website management and design software;
- Language skills: excellent French and very good English

6. Desirable Qualifications and Experience:

- Experience in the field of institutional strategic communication.

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;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and drafting skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- A previous relevant professional experience in Africa would be an asset.