

Annex 1 – Requirements and Job Descriptions

European Union CSDP Advisory Mission in the Central African Republic (EUAM RCA) 1-2022 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> (1 position)			
	CA 40	Strategic Adviser on Training (Police)	Bangui	ASAP
	<u>Seconded/Contracted</u> (7 positions)			
	CA 12*	Human Resources Officer	Bangui	01 May 2022
	CA 16*	Procurement Officer	Bangui	01 May 2022
	CA 14* CA 15	Finance Officer (2 positions)	Bangui	01 May 2022 ASAP
	CA 30*	Armed Protection Operator	Bangui	01 May 2022
	CA 62	Strategic Adviser on Interoperability with Customs	Bangui	ASAP
	CA 65	Press and Public Information Officer	Bangui	ASAP

Deadline for applications:	Friday, 11 March 2022 at 17:00 CET (Brussels time)
Job Application Form:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p style="margin-left: 20px;">a) You are already registered on Goalkeeper AND you have an EU Login:</p> <p style="margin-left: 20px;">https://goalkeeper.eeas.europa.eu/registrar/web</p> <p style="margin-left: 20px;">b) You do not have a Goalkeeper account or an EU Login:</p> <p style="margin-left: 20px;">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2) You do not have the nationality of an EU Member State: only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</p> <p><i>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 Planning and Conduct Capability (CPCC):</p> <p>Ms. Carmen Epure CPCC-EUAM-CAR@eeas.europa.eu</p>
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*availability of the post is pending decision on extension/employment

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. 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 civilian 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.

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.

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

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

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

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 take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated 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, 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 (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserves 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 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 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: Strategic Adviser on Training (Police)	Employment Regime: Seconded	
Ref. Number: CA 40	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 Strategic Adviser on Training (Police) reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and Mission Implementation Plan (MIP) by advising and accompanying National Police 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 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 advise and assist at a strategic level the Central African Police School on policy, planning and strategy development which supports the civilian SSR agenda and Security Sector Reform Strategy adapted to the CAR context;
- To provide expertise at strategic level to the Central African Police School in the development of policies and strategies related to the police training area;
- To contribute to the elaboration of specific educational programmes;
- To help to identify the needs in terms of reform and implementation of modern administrative and management systems related to the Central African Police School;
- To participate to the structural and staffing development of the Central African Police School;
- To contribute to the elaboration of a school project for senior central African police officers;
- To contribute to the elaboration of the evaluation system within the CP 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 B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience as Senior Law Enforcement Officer;
- Experience in developing strategies and policies at strategic and/or ministerial level and with civilian security institutions;
- International experience in crisis areas and/or in Fragile and Conflict Affected States, or multi-national and international organisations;
- Knowledge of project management;
- Professional Training Qualification/Certification.

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 motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with time management efficiency;
- Organisational, planning and drafting skills.

SECONDED/CONTRACTED POSITIONS

Position Name: Human Resources Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: CA 12*	Location: Bangui, CAR	Availability: 01 May 2022*
Component/Department/Unit: Mission Support Department/Human Resources	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CPCC;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

- People management skills;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching and negotiating skills;
- 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;
- Training and experience in MS Excel, Access and Visio and building databases with similar software.

7. Desirable Knowledge, Skills and Abilities:

- N/A.

Position Name: Finance Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: CA 14* CA 15 (2 positions)	Location: Bangui, CAR	Availability: 01 May 2022* ASAP
Component/Department/Unit: Mission Support Department/Finance	Security Clearance Level: EU Confidential	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 Head of Finance in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Finance;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To follow up on the reconciliation of bank statements with payroll and accounts;
- To verify the legality and the regularity of transactions prior to authorizing financial transactions (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;

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience 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: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: CA 16*	Location: Bangui, CAR	Availability: 01 May 2022*
Component/Department/Unit: Mission Support Department/ Procurement Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Procurement Officer reports to the Head of Procurement Unit.

2. Main Tasks and Responsibilities:

- To conduct procurement processes for the Mission in line with legally established, professional, and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the Head of Procurement Unit on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To assist the Mission departments with all contracting and procurement matters and procedures;
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of 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, in the field of procurement, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Negotiations and project management skills;
- Analytical skills and financial acumen;
- Supply market analysis skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in financial management of tendering processes and audits.

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: Armed Protection Operator	Employment Regime : Seconded/Contracted	Post Category for Contracted*: Mission Support Assistant Level (MSAL)
Ref. Number: CA 30*	Location: Bangui, CAR	Availability: 01 May 2022*
Component/Department/Unit: Security and Duty of Care Department/Armed Protection Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Armed Protection Operator reports to the Armed Protection Team Leader.

2. Main Tasks and Responsibilities:

- To be responsible for operational Armed Protection (A/P) operations;
- To contribute to the armed protection security set up of the Mission staff;
- To provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training, under the supervision of the chief of APT;
- To carry out daily administration and operational planning for daily A/P activities;
- To provide comprehensive procedural documents with respect to A/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To aid in the development of Mission A/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- Authorised to carry and issued a personal weapon, used for purposes of self-defence.

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 the secondary education attested by a diploma **OR** equivalent and attested police/military education or training or equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements;
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);

5. Essential Knowledge, Skills and Abilities:

- Ability to operate a variety of communication systems;
- Ability to perform under stress and in difficult circumstances (hostile situation experience);
- Discretion, diplomacy and flexibility;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Trained and certified in close protection techniques (theory and practice);
- Validated license for armoured car or civilian driving license of category C or C1.

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position Name: Strategic Adviser on Interoperability with Customs	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: CA 62	Location: Bangui/CAR	Availability: ASAP
Department/Component/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 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 coordinate with relevant international actors, such as MINUSCA/RoL and SSR section, MINUSCA/UNPOL, UNDP, UNODC and build upon achievements and results achieved to date;
- 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.

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 customs area, in particular in a post-conflict environment / SSR process, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Practical understanding of legal reform process including the development of legal policy and legislation;
- 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

- In-depth knowledge of customs area, with substantial insight in all facets of the job, and customs reform;
- Experience as senior customs officer /practising lawyer/magistrate;
- Experience in working with civilian security institutions at strategic level;
- Knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process.

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.

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: ASAP
Component/Department/Unit: Chief of Staff Department/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 initially 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 development and maintenance of an effective Mission website and relevant social media platforms;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To draft engaging, target oriented stories, news and updates on Mission activities and mandate implementation, and to adapt the content to the different channels used by the Mission;
- To assist in analysing the Mission's public impact and contribute to communicating the work of the Mission to the public and key interlocutors;
- To coordinate the production of the Mission's visual and audio-visual information material;
- To act as spokesperson when requested by the Head of Mission;
- 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 contribute to the operationalisation of the Mission mandate and tasks as set out in the planning documents by advising/liasing with national and international counterparts in a structured manner and promoting local ownership.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Communication Sciences, Public Relations, Political or Social Sciences, Business Administration or a related field; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting, communication and presentation skills;
- Ability to develop the public information contents of the Mission;
- Proficiency with social media platforms, website management and design software;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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.