



Requirements and Job Descriptions

European Union Capacity Building Mission in Somalia (EUCAP SOMALIA) 1-2023 Call for Applications – National Staff (Somalia)				
Organisation:	EUCAP			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Availability
	LG001	Press and Public Information Assistant/Interpreter	Garowe	ASAP
	LG006	Project Officer	Garowe	ASAP
	LH004	Project Officer	Hargeisa	ASAP
	LH010	Maritime Assistant	Hargeisa	ASAP
	LM003	Senior National Adviser	Mogadishu	ASAP
	LM007	Operations Assistant	Mogadishu	ASAP
	LM024	Logistics Assistant	Mogadishu	ASAP
	LM028	Transport Assistant (Mechanic)	Mogadishu	ASAP
	LM032	Asset Management Assistant	Mogadishu	ASAP
	LM033	CIS Assistant	Mogadishu	01/07/2023
Deadline for Applications:	5 April 2023 at 16:00 EAT			
E-mail Address to send the Job Application Form to:	jobs@eucap-som.eu			
Application process	<ul style="list-style-type: none"> • Application form can be downloaded from: EUCAP SOM Vacancies • Send filled in application to jobs@eucap-som.eu electronically only; • Applications will be considered only when using the Application Form (AF), indicating which position(s) the candidate is applying for; 			



	<ul style="list-style-type: none">• Please, fill in <u>only one</u> application form containing maximum 2 positions you apply for;• More than one application form will not be accepted from the same applicant, in case more than one is sent, the earliest will be taken into consideration;• Applications should be filled in English;• Only duly filled in English application forms will be accepted;• Should you need additional employment records, you can modify the application form accordingly;• All other forms of applications and/or after deadline submissions will be disregarded;• None of the documents submitted will be returned;• Due to the high number of applications received in each selection procedure, only shortlisted candidates invited for the interview phase will be contacted.
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I. GENERAL CONDITIONS

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

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

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

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected candidates shall be able to serve the full period of contract before reaching the normal age of retirement in the country of residence.

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

II. ESSENTIAL REQUIREMENTS

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



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

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

Skills and abilities

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

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

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

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

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

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

Education diploma(s)/certificate(s) and/or professional certificate(s) – The selected national candidates must have and present to the mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up the duties. Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Security Clearance – The selected candidates will have to be security cleared before they will sign the contract of employment.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. 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 crisis. In a similar manner a dental examination should be certified where it is stated that no

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

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



eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by selected personnel and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data.

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

IV. ADDITIONAL INFORMATION

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

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

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

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

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

V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).



EUCAP
Vacancy for National Staff
LG001 Press and Public Information Assistant/Interpreter

Duty Station: Garowe

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Press and Public Information Assistant/Interpreter will be under the direct supervision of the Head of Field Office (HoFO) and will report to him/her. Duties related to Press and Public Information will be done in close co-ordination with Senior Press and Public Information Officer (SPPIO).

Main Tasks and Responsibility:

- To assist the HoFO on external and internal communications;
- To plan, prepare and support meetings and other events as instructed by HoFO;
- To maintain regular contacts with local authorities, governmental organizations, non-governmental organizations, journalists or other external counterparts where it concerns the execution of the Mission Mandate in order to collect and disseminate information;
- To assist in the translation of documents;
- To support interpretation / translation in meetings with Somali interlocutors;
- To monitor and report security issues to the HoFO and Mission Security Officer (MSO) and to assist both in the analysis of information;
- To support the SPPIO in carrying out the usual tasks of the PPI Office (Press releases, social media, management of visibility items, public outreach of the Mission);
- To contribute to the media monitoring for the Mission by following media reports of relevance for EUCAP and prepares a daily and weekly regional press reviews;
- To support in updating the Mission's website and social media (Facebook, twitter) and writes press releases and articles under the guidance of the SPPIO;
- To assist in the development of printing materials for the Mission (such as newsletter, factsheets, leaflets, calendars, etc...) and contributes to the preparation of special media events;
- To make contacts to local press and keeps the contact list of the PPI Office and the mailing lists updated;
- To assist in keeping the visibility items stock updated (keeps track of in- and outgoing items);
- To carry out market researches with regard to visibility items;
- To undertake any other related tasks as requested by the Line Manager(s).

Essential Qualifications and Experience:

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

Essential Knowledge, Skills and Abilities:

- Excellent communication, administration and organisational skills in both written and spoken English and Somali language;



- Exemplary writing and editing skills, with proficiency in Microsoft Word, PowerPoint, Excel, Outlook and Internet;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to prioritize and perform, with limited supervision, multiple tasks in an energetic environment with multiple priorities;
- Strong sense of confidentiality and discretion in dealing with strategic sensitivities, staff-related matters and financial issues.

Desirable Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma, preferably in Human Resources, Administration, Business, Politics, Communication, Journalism or equivalent academic or professional training;
- A previous work experience in administration and Press and Public Information;
- Knowledge of Photoshop or other photo editing programs;
- Previous work experience with an international organisation;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Willingness to work long irregular hours when needed and still deal helpfully and courteously with all contacts;
- Must be able to express ideas and concepts clearly and concisely in written and oral form;
- Good experience in collecting and analysing using data for preparing reports and articles;
- Experience in translation and interpretation, including interpreting and translating for international experts.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LG006 Project Officer

Duty Station: Garowe

Availability: As soon as possible

Post Category: Officer Level

Group Classification: 2

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

Main Tasks and Responsibilities

- To assist in project planning and development and support the implementation of the Mission's projects, in relation to Somali institutions/organisations and other international partners;
- To frequently visit the headquarters and local branches of Somali institutions, partners in/beneficiary of the projects, and work together with/support the national project teams in order to advance the project activities;
- To assess project proposals within Somalia specific legal and socio-economic environment and make recommendations on the feasibility and sustainability of projects;
- To support and, when needed, provide advice to project leaders (within the Mission's operational components) in preparing English/Somali versions of project documents such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To support and facilitate organization/participation of Somali delegations to workshops, conferences, official events abroad;
- To provide advice or written analysis in order to ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with Somali stakeholders;
- To facilitate the communication on projects both internally (project leaders - elements of Mission Support) and externally (project leaders – external stakeholders);
- To maintain a record of the project activities and prepare briefs and updates on project progress for partner Somali institutions;
- To perform and, where needed, support, during and upon project completion, project reporting and evaluation, as well as compiling in English/Somali evaluation reports, project management documents or other types of expected deliverables (documentation) for internal and external stakeholders;
- To support, mainly within partner Somali institutions, mentoring on project/grant management, the development of best practices on project management, provision of training recommendations and facilitate arrangements for recording lessons identified/learnt;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability;
- To travel to EUCAP Field Offices (Mogadishu, Hargeisa), other locations in Somalia, EUCAP Nairobi back office, as well as to other locations abroad in order to provide support for project activities and facilitation for Somali official delegations;



- In coordination with members of the Project Cell, with approval of the Line Manager, to travel to various sites with the purpose of performing needs assessments, project activities preparation and organisation, reception of supplies delivered in the projects, while accurately documenting such activities;
- To perform checks of the inventory of supplies for the project activities, when requested, and to support the permanent updates of the inventory record at the level of the Field Office;
- To undertake any other related tasks as requested by the Line Manager(s).

Essentials Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma;
- The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) OR Business Administration/Management;
AND
- After having fulfilled the education requirements, a minimum of 3 years of professional experience, in any of the following fields (one field or combined): public administration, international development, humanitarian aid, project management, contract management, business development, international/commercial relations, sector security reform.

Essential Knowledge, Skills and Abilities:

- Excellent level of written and spoken English and Somali;
- Excellent knowledge and experience of MS Office Suite Package;
- Ability to perform complex and difficult office work independently, including ability to work remotely, when needed, self-organize and deliver high quality results;
- Teamwork oriented;
- Time management and problem-solving skills;
- Good interpersonal and communication skills;
- Strong sense of confidentiality and discretion;
- Punctuality, reliability.

Desirable Qualifications and Experience

- Postgraduate certificate/diploma or master's degree in any area if the transcript/curriculum includes a dedicated course/module on project or contract management with the minimal duration of 1 semester;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- Project management training (academic/vocational/online) or professional experience with project management methodologies, such as APM – PFQ or PMQ / PMI - CAPM or PMP / IPMA / PRINCE2, or similar proprietary/organizational project management frameworks;
- Ability to perform/complete in an expedited manner, international travel arrangements/ procedures (multiple citizenships or permanent residency allowing visa free/expedited travel highly desirable).

Special Note

- Mandatory requirement to pass security clearances and medical check.



EUCAP
Vacancy for National Staff
LH004 Project Officer

Duty Station: Hargeisa

Availability: As soon as possible

Post Category: Officer Level

Group Classification: 2

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

Main Tasks and Responsibilities

- To assist in project planning and development and support the implementation of the Mission's projects, in relation to Somali institutions/organizations and other international partners;
- To ensure onsite quality control and monitoring for the Construction projects supported by the mission;
- To frequently visit the headquarters and local branches of Somali institutions, partners in/beneficiary of the projects, and work together with/support the national project teams in order to advance the project activities;
- To assess project proposals within Somalia specific legal and socio-economic environment and make recommendations on the feasibility and sustainability of projects;
- To support and, when needed, provide advice to project leaders (within the Mission's operational components) in preparing English/Somali versions of project documents such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To support and facilitate organization/participation of Somali delegations to workshops, conferences, official events abroad;
- To provide advice or written analysis in order to ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with Somali stakeholders;
- To facilitate the communication on projects both internally (project leaders - elements of Mission Support) and externally (project leaders – external stakeholders);
- To maintain a record of the project activities and prepare briefs and updates on project progress for partner Somali institutions;
- To perform and, where needed, support, during and upon project completion, project reporting and evaluation, as well as compiling in English/Somali evaluation reports, project management documents or other types of expected deliverables (documentation) for internal and external stakeholders;
- To support, mainly within partner Somali institutions, mentoring on project/grant management, the development of best practices on project management, provision of training recommendations and facilitate arrangements for recording lessons identified/learnt;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability;
- To travel to EUCAP Field Offices (Mogadishu, Hargeisa), other locations in Somalia, EUCAP Nairobi back office, as well as to other locations abroad in order to provide support for project activities and facilitation for Somali official delegations;



- In coordination with members of the Project Cell, with approval of the Line Manager, to travel to various sites with the purpose of performing needs assessments, project activities preparation and organisation, reception of supplies delivered in the projects, while accurately documenting such activities;
- To perform checks of the inventory of supplies for the project activities, when requested, and to support the permanent updates of the inventory record at the level of the Field Office;
- To undertake any other related tasks as requested by the Line Manager(s).

Essentials Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma;
- The qualification should be in any of the fields of Civil Engineering/Constructions OR Social Sciences (e.g. Political Science, International Relations, Law, Economics) OR Business Administration/Management;
AND
- After having fulfilled the education requirements, a minimum of 3 years of professional experience, in any of the following fields (one field or combined): construction projects (public or private), public administration, international development, humanitarian aid, project management, contract management, business development, international/commercial relations, sector security reform.

Essential Knowledge, Skills and Abilities:

- Excellent level of written and spoken English and Somali;
- Excellent knowledge and experience of MS Office Suite Package;
- Complex and difficult office work independently, including ability to work remotely, when needed, self-organize and deliver high quality results;
- Teamwork oriented;
- Time management and problem-solving skills;
- Good interpersonal and communication skills;
- Strong sense of confidentiality and discretion;
- Punctuality, reliability.

Desirable Qualifications and Experience

- Academic/professional training in any of the technical areas related to civil engineering/constructions (e.g. Civil Engineering, Building Constructions, Urbanism, Installations for Buildings, Architecture, Structural Engineering, Constructions Management, Construction Technology, Construction Management Engineering, Technology, Constructions Heavy Equipment);
- Postgraduate certificate/diploma or master's degree in any area if the transcript/curriculum includes a dedicated course/module on project or contract management with the minimal duration of 1 semester;
- Experience in supporting construction projects, for public or private organizations;
- Experience in crisis areas with multinational and/or international organizations;
- Project management training (academic/vocational/online) or professional experience with project management methodologies, such as APM – PFQ or PMQ / PMI - CAPM or PMP / IPMA / PRINCE2, or similar proprietary/organizational project management frameworks;
- Ability to perform/complete in an expedited manner, international travel arrangements/ procedures (multiple citizenships or permanent residency allowing visa free/expedited travel highly desirable).

Special Note

- Mandatory requirement to pass security clearances and medical check.



EUCAP
Vacancy for National Staff
LH010 Maritime Assistant

Duty Station: Hargeisa

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Coast Guard Assistant will be under the direct supervision of Strategic Maritime Adviser / Head of Maritime Security Unit and will report to him/her.

Main Tasks and Responsibilities:

- To maintain regular contacts with SLCG, local authorities, governmental organizations, non-governmental organizations or other external counterparts where it concerns the execution of the Mission Mandate in order to collect and disseminate information;
- To coordinate activities, resources, equipment and information flow between SLCG and EUCAP;
- To establish and maintain cooperation with the authorities of the maritime law enforcement services on the development of training programs on maritime security matters including IUU fishing;
- To assess the functioning, organisation management capacity skills and needs of the Somaliland Coast Guard and advise on improvements;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To accompany EUCAP Advisers as required to meetings and events, take minutes when requested and make necessary preparations;
- To maintain a database regarding training, workshops and activities with SLCG;
- To perform translating duties whenever needed by Mission Advisers;
- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

Essentials Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma. The qualification should be in any of the fields of Social Sciences (e.g. Bachelor or Mate exam from a Maritime University, Political Science, International Relations, Law, Economics) or Business Administration/Management;
AND
- After having fulfilled the education requirements, a minimum of 3 years of relevant professional experience;
- Good understanding of policies and organisational aspects of maritime administration, maritime security and Coast Guard function.

Essential Knowledge, Skills and Abilities:

- Proficiency in Microsoft Word, PowerPoint, Excel, Outlook and Internet;
- Excellent communication and analytical skills in both written and spoken English and Somali language;
- Ability to work remotely when needed, being self-organised and to deliver high quality results;



- Ability to prioritize and perform, with limited supervision, multiple tasks in an energetic environment with multiple priorities;
- Flexibility and ability to work effectively under pressure, in difficult circumstances, as well as ability to communicate with personnel at all operational and strategic levels;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Strong sense of confidentiality and discretion in dealing with strategic sensitivities, staff-related matters and financial issues;
- Punctuality, reliability.

Desirable Qualifications and Experience:

- Valid EU category “B” driving license or equivalent;
- Ability to drive vehicles with manual transmission;
- Experience of designing and delivering training;
- Previous work experience with an international organisation, particularly in crisis areas with multinational organisations, ideally in an operational management capacity;
- Seagoing experience;
- Experience from merchant/fishery fleet;
- Organisational, planning and project development skills;
- Knowledge of Arabic language.

Special Note:

- Mandatory requirement to pass security clearances and medical check.



EUCAP
Vacancy for National Staff
LM003 Senior National Adviser

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Adviser

Group Classification: 1

Reporting Line:

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

Main Tasks and Responsibilities:

- To advise the HoM/DHoM in all matters related to the execution of the Mission's mandate and to assist her/him in carrying out her/his functions;
- To contribute to the articulation and implementation of the key areas of the Mission's mandate and advisory processes and the facilitation of effective relations of the federal and state governments with the relevant coordination structures by liaising between the Somali authorities and principal international partners as instructed by HoM/DHoM;
- To support the Mission's work on security and justice (Rule of Law), federalization, the constitutional architecture regarding the aspects of internal security and justice (Rule of Law);
- To provide sound advice and context background to inform programmatic actions on the Mission's mandate implementation;
- To contribute to better articulation of Mission's mandate in relation to the Somali political and policy context, including all relevant strategic documents, such as the National Development Programme (NDP-9) and its successor, the decision of the National Consultative Council (NCC), etc...;
- In close cooperation with the Senior Political Advisor to provide sound advice to the Mission on security and political dynamics within Somalia, including Somaliland, and in relation with its neighbours;
- To contribute to advocate for the Mission's mandate implementation in Somalia with federal and state stakeholders and international and regional partners;
- To translate and interpretate from Somali to English and vice versa during meetings, events, conferences, etc.... Translating of written Somali (newspaper articles, correspondence, letters, strategic documents, concepts, etc.) into written English and vice versa;
- To accompany the HoM/DHoM to external meetings, and to translate in those meetings when needed and provide readouts of these meetings;
- To summarise information and prepare briefing materials for the HoM/DHoM;
- To ensure a smooth information flow within, from and to the Head of Mission Office and other Mission organisational units and offices and support the Executive Officers in their tasks;
- To establish and maintain relationships with the Mission senior management;
- To be aware of any relevant issues within the Mission that could impact on HoM/DHoM;
- To contribute to the political aspects of press and public information activities, including assisting in clearance of draft press releases, public statements and articles as appropriate and support the PPIO officers in their tasks;
- To assist the HoM/DHoM in clearing Mission reports;
- To maintain the highest level of confidentiality when dealing with assigned tasks and responsibilities, as well as with all EUCAP documents and information;



- Contribute to mission reporting in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

Essentials Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma. The qualification should be in Law or equivalent/related field, such as human rights or political science;
AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience within an international organization, government, private company or a law firm, with substantial experience in international, administrative, public and regulatory law matters, out of which a minimum of 3 years at management level.
- Experience of working in a complex environment with multiple actors.

Essential Knowledge, Skills and Abilities:

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

Desirable Qualifications and Experience:

- A Master's Degree in Law or equivalent/related field, such as human rights or political science;
- Having a wide network to public officials in the Federal Government of Somalia;
- Previous professional experience working in an international organization;
- Education and/or Certificate as a professional translator/ interpreter from Somali to English and vice versa;
- Knowledge of maritime issues in the host country and at international level;
- Knowledge of relevant jurisprudence in the host country;
- Knowledge of European Security Defence Policy (ESDP) Missions and EUCAP activities in Somalia;
- Ability to work without supervision, complete assigned tasks within strict deadlines and consistently maintain quality and accuracy in performance of duties;
- Able to maintain a clean, safe and hazard free working environment. Meticulous time keeping, and ability and willingness to work additional hours if required.

Special Note:

- Mandatory requirement to pass security clearances and medical check.



EUCAP
Vacancy for National Staff
LM007 Operations Assistant

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Officer Level

Group Classification: 2

The Operations Assistant will be under the direct supervision of the Head of Operations (HoOps) and will report to him/her.

Main Tasks and Responsibilities

- To support HoOps in his/her daily work;
- To draft HoOps' correspondence and to guarantee follow up ensuring confidentiality;
- To provide general administrative support to the Line Manager and the Operations department as requested, and perform general office duties;
- To identify and coordinate activities that are common to all Field Offices, performed by National Staff assistants (that have Ops function and supporting role);
- To prepare talking points for the HoOps ahead of meetings with Somali interlocutors;
- To arrange and participate in meetings, conference and other events, to prepare and distribute meeting reports;
- To support guest and event management at the MHQ;
- To keep and update names and contact details of HoOps' interlocutors;
- To draft and distribute invitations for internal briefings and meetings;
- To take minutes at internal briefings and meetings;
- To translate for the Line Managers and Operations Coordination Team from Somali to English and vice versa during meetings, events, conferences, etc....and translating of written Somali (newspaper articles, correspondence, letters, strategic documents, concepts, etc.) into written English and vice versa;
- To maintain the highest level of confidentiality when dealing with assigned tasks and responsibilities as well as with all EUCAP's documents and information;
- To undertake any other related tasks as requested by the Line Manager(s).

Essentials Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma;
AND
- After having fulfilled the education requirements, a minimum of 3 years of relevant professional experience.

Essential Knowledge, Skills and Abilities:

- Proficiency in Microsoft Word, PowerPoint, Excel, Outlook and Internet;
- Excellent communication skills both in written and spoken English, to be able to express ideas and concepts clearly and concisely in written and oral form;
- Ability to prioritize and perform, with limited supervision, multiple tasks in an energetic environment with multiple priorities;
- Excellent administration and organisational skills;



- Strong sense of confidentiality and discretion in dealing with strategic sensitivities, staff-related matters and financial issues;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Flexibility and ability to work effectively under pressure, in difficult circumstances, as well as ability to communicate with personnel at all operational and strategic levels;
- Punctuality and timeliness in undertaking tasks and delivering outputs, and ability to flag any issues that may hinder the delivery of the outputs to line managers;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Desirable Qualifications and Experience

- A professional qualification in Human Resources, Administration or equivalent academic or professional training;
- Previous work experience with an international organisation;
- Previous work experience in administration;
- Willingness to work long irregular hours when needed and still deal helpfully and courteously with all contacts;
- Good experience in collecting and analysing data for preparing reports.

Special Note

- Mandatory requirement to pass security clearances and medical check.



EUCAP
Vacancy for National Staff
LM024 Logistics Assistant

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Logistics Assistant will be under the direct supervision of Logistic Officer and will report directly to him/her.

Main Tasks and Responsibilities:

- To provide a wide range of administrative and executive support to the General Support Section with the ability to perform these tasks independently or with little supervision, in line with Standard Operating Procedures;
- To work in the warehouses, to provide correct storage and preservation of Mission items, and assist in the update and control of the inventories;
- To ensure all Mission items are properly identifiable and/or tagged;
- To ensure identification of items not fit for purpose, to liaise with other Technical Units for that purpose, for items out of Technical capability;
- To participate in the export and import projects, and other in-mission cargo transports, namely as interlocutor with Local Authorities, to produce draft documents, to control the good development of the processes;
- To assist in organising and executing land transportation of cargo;
- To assist in the preparation of cargo for expedition, and to receive cargo by executing quantity and quality control;
- To assist the execution of Mission assets maintenance;
- To support the line Managers during Market Surveys;
- To support the line Managers in the Quality Control of the contracts in place;
- To support the line Managers with Invoice verification, and production of documents necessary for the good execution of the contracts;
- To keep track, register and archive all documentation generated at all stages of contract implementation;
- To maintain good order in the General Support Section physical archives, undertake documents archiving in electronic data management system and ensure record-keeping;
- To assist in the Vehicles Fleet Management and Maintenance, in coordination with Line Manager;
- To submit reports;
- To be available to participate in field trips across the Mission area (Somalia, Kenya) as required;
- Advise Project Managers on basic Logistic Rules and Procedures, in order to ensure compliance with Standard Operating Procedures;
- To facilitate the interaction with the local counterparts if needed;
- To undertake any other related tasks as requested by the Line Manager(s).

Essential Qualifications and Experience:

- Successful completion of secondary education attested by a certificate;



AND

- After having fulfilled the education requirements, a minimum of 3 years of professional experience in a relevant field of work.

Essential Knowledge, Skills and Abilities:

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

Desirable Qualifications and Experience:

- A professional qualification in Logistics, Business Administration, Procurement/Purchasing & Supply chain, Engineering, Maintenance or equivalent;
- Previous work experience with an international and/or government organisation;
- Good knowledge of the local market;
- Experience in Enterprise Resource Planning programs, namely in Inventory Management;
- Previous experience in tasks and responsibilities as described above;
- A valid EU category “C” driving license or equivalent.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LM028 Transport Assistant (Mechanic)

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

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

Main Tasks and Responsibilities:

- To conduct maintenance and repair of EUCAP vehicles in accordance with the vehicle manufactures standards for automotive electrical, air-conditioning system, suspension system, braking system (including ABS system), body work and painting;
- To ensure the transport system within the area of responsibility, including liaising with car rental agencies, monitoring the fleet (fuel accountability, damages to the vehicles, road accidents and insurance cover) through the electronically Fleet management System;
- To monitor the requirement for spare parts, in order to facilitate efficient maintenance as well as performing quality assurance;
- To support and assist in the preparation of reports and makes recommendations as necessary on various transport matters within her/his area of competence;
- To support and assist in maintaining a data base for cost-control/analysis, scheduling of services/repairs and ensures tracking of reimbursements of repairs after accidents;
- To provide support on transport related matters to Mission members during the trips to the fields;
- To undertake any other related task as requested by the Line Manager.
- To assist the execution of Mission assets maintenance – first and second level – and providing support in third level, as required;
- To support Market Survey process;
- To support in the Quality Control of the contracts in place;
- To support Invoice verification, and production of documents necessary for the good execution of the contracts;
- To submit reports in his/her field of responsibility;
- To be available to participate in field trips across the Mission area (Somalia, Kenya) as required;
- To facilitate the interaction with the local counterparts if needed;
- To conduct any other task given by his/her Line Manager in the field of General Support Services.

Essential Qualifications and Experience:

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

Essential Knowledge, Skills and Abilities:

- Proficiency in car maintenance and repairs;



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

Desirable Qualifications and Experience:

- A professional qualification in Logistics, Supply chain, Engineering, Maintenance or equivalent;
- Previous work experience with an international and/or government organisation;
- Knowledge of using electronic Fleet Management, inclusive tracking software;
- Good knowledge of the local market;
- Experience in Enterprise Resource Planning programs, namely in Inventory Management;
- Previous experience in tasks and responsibilities as described above.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LM032 Asset Management Assistant

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Asset Management Assistant will report to the Asset Management Officer.

Main Tasks and Responsibilities:

- Provide administrative support to the Asset Management Officer with the ability to perform these tasks independently or with little supervision, in line with Standard Operating Procedures;
- Work closely with the General Support Section staff, ensuring correct reception, storage and preservation of Mission items, and controlling the inventories;
- Assist in ensuring that all mission items are properly identifiable and/or tagged;
- Assists the Asset Management Officer in the initial entry of all the items into the Enterprise Resource Planning (ERP) system, and other Items control databases tools;
- Assists in coordination and management of the Mission asset register, oversees and ensure record of the asset movements, to update and maintain the asset register in ERP system, and other Mission Items control database tools;
- Maintain of the fixed asset register by recording information related to fixed assets and ensuring the accuracy and integrity of such information. Information includes but is not limited to data relating to the stewardship and control of fixed assets, costs related to the acquisition and disposal, transfers and retirement of fixed assets, expenditures related to fixed assets, depreciation charges, impairment charges;
- To ensure accuracy and integrity of information in fixed asset register by monitoring the established system of controls, procedures and forms for the recording of fixed assets;
- Assist ensuring accuracy and integrity of information in fixed asset register by monitoring the established system of controls, procedures and forms for the recording of fixed assets;
- Support the Asset Management Officer in the process of write-off and proper disposal of Mission items, liaising with other Technical Units for that purpose, as necessary;
- Keep track, register and archive all documentation generated at all stages of different tasks;
- Submit reports;
- Perform and carry out any other tasks and duties as required or requested by her/his line manager.

Essential Qualification and Experience:

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

Essential Knowledge, Skills and Abilities:

- Good English writing and editing skills, with proficiency in Microsoft Word, Outlook, and the Internet;
- Advanced Excel skills;



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

Desirable Qualifications and Experience:

- Qualification in Logistics, Transport and Asset Management-related matters are desirable;
- Other qualifications in Business Administration, Procurement/Purchasing & Supply chain, Engineering, Maintenance will be an asset;
- Previous work experience with an international and/or government organisation, preferably in EU bodies, agencies or institutions;
- Experience in ERP programs, namely in Inventory Management;
- Experience in electronic Documents Management Systems and processes;
- Previous experience in tasks and responsibilities as described above;
- To be available to participate in field trips across the Mission area (Somalia, Kenya), as required.

Special Notes:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LM033 CIS Assistant

Duty Station: Mogadishu

Availability: 01/07/2023

Post Category: Assistant

Group Classification: 3

Reporting Line:

The CIS Assistant will report to the Head of CIS Section or his/her substitute.

Main Tasks and Responsibilities:

- Ensures that the asset management of CIS hardware and software is compliant with standards, licensing and service level agreements across the mission;
- Maintain policies and procedures for CIS assets acquisition, recording, deployment, reconciliation, use, disposal and loan to ensure compliance with licencing agreements;
- Maintain a database for software/hardware assets and produce reports to enable effective support and management of CIS assets;
- Facilitate and track the purchase and/or lease of CIS software and hardware to ensure efficient deployment of assets;
- Provide advice and support to EUCAP stakeholders on asset requests and disposal to ensure compliance with approved legislation, standards, policies and procedures;
- Installs and tests necessary software and hardware;
- Install, configure and maintains computer hardware and software;
- This role has autonomy and makes decisions that are under their direct control as directed by Head of CIS;
- To act as 1st level CIS support for Mission staff in all related issues in conjunction with the other CIS Officers;
- Perform presence- and online training on CIS topics for mission staff;
- Dispatch incoming tickets within the ticket system and act as first responder;
- Trace, track and expedite purchase processes;
- Assists in keeping accurate, detailed and updated CIS asset register of the hardware and software distributed Mission wide;
- Monitor and facilitate repair orders;
- Assist internal customers with inquiries;
- Organise files both manually and electronically;
- Coordinate deliveries for repaired or returned items;
- Ensure that all items are properly numbered and tagged;
- Perform any other tasks assigned by the line manager.

Essential Qualification and Experience:

- Successful completion of post-secondary studies at vocational/trade/college level or equivalent in CIS-related fields with 6 years of relevant professional experience;
OR
- High school diploma with 8 years of relevant professional experience.



Essential Knowledge, Skills and Abilities:

- Understanding complexity and application of software license agreements within the frameworks established for the organisation in a complex regulatory environment;
- Competent knowledge of Windows operating system and Microsoft Office Suite, document management systems and Mobile device support;
- Punctuality, reliability, commitment to quality, attention to detail, solid work ethics, ability to perform under stress and willingness to work long irregular hours and still deal helpfully and courteously with all contacts;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Is used to work accurately and with attention to details as well as to tight deadlines.

Desirable Qualifications and Experience:

- Excellent administration and organizational skills;
- Works methodically, accurately and with attention to details as well as to tight deadlines;
- Is used to work on a multitude of activities at the same time and with limited supervision;
- Has a strong sense of confidentiality and discretion in dealing with CIS-related matters and confidentiality issues;
- A previous work experience with an international organisation would be an asset.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.