

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Security and Defence Initiative Gulf of Guinea 1-2024 Call for Contributions Requirements and Job Descriptions				
Organisation:	EU Security and Defence Initiative Gulf of Guinea			
Job Location:	As indicated below			
Employment Regime:	Seconded			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location	Availability:
	<u>Seconded (3)</u>			
	GOG 03	Procurement and Finance / Project Officer	Brussels	ASAP (currently vacant)
	GOG 04	Procurement and Finance / Project Officer	Brussels	ASAP (currently vacant)
	GOG 07	Human Resources Officer / Legal Adviser	Brussels	ASAP (currently vacant)
Deadline for Applications:	Monday 13 May, 2024 at 17:00 (Brussels time)			
Applications must be submitted to:	1) You have the nationality of an EU Member State: you must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Inge VAN DE VOORDE CPCC-EUSDIGOG@eeas.europa.eu +32 (2) 584 5480			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Initiative area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Initiative may recruit international staff on a contractual basis as required through an employment contract. The employment contract with the Initiative establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

Tour of Duty/Contract Period – The initial duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that EU Member States propose candidates for the following international expert positions for EUSDI Gulf of Guinea, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Initiative. 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 Initiative or respective tasks and activities. They shall carry out their duties and act in the interest of the Initiative.

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 Initiative, as required by the Head of the Civilian Command and Support Cell.

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 within Initiative and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Initiative 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 Initiative, 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 Initiative for all Job Descriptions:

1. Education and Training

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

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

2. Knowledge

The candidates should have knowledge of the EU Institutions and Initiative 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 languages of the Initiative. 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 Initiative.

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 Initiative area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

II.B Desirable Requirements

Knowledge of the Mission Area – 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.

Knowledge and Experience of SSR – The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Initiative area.

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

Language – Some proficiency in local language(s).

Driving Licence – Category C 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 – EU Member States and selected candidates must ensure that visas are obtained for entry into the Initiative area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Initiative.

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

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Initiative the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up the 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, the original 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 Initiative upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED 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 immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Initiative.

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

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 CPCC Medical Adviser before joining the Initiative. 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 Head of the Civilian Command and Support Cell 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 – Recommended and mandatory equipment is listed in Annex 2

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 an improved gender balance in CSDP missions and operations, in conformity with UNSCR 1325. The European External Action Service (Head of the Civilian Command and Support Cell /Operation Commander) asks Contributing States and European Institutions to take this into account when offering contributions.

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

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Initiative or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/ Initiative Headquarters for interviews, the EU Member 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 – EU Member States and contracted candidates (applying for seconded/contracted positions if applicable) will be informed about the outcome of the selection process after its completion.

Training – The selected candidates should complete Missionwise and SAFE³ modules, which are designed for the delegations or equivalent, until a new platform is launched.

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

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

V. JOB DESCRIPTIONS

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

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

Position Name: Procurement and Finance / Project Officer	Employment Regime: Seconded	
Ref. Number: GOG 03	Location: Brussels	Availability: ASAP (currently vacant)
Component/Department/Unit: EUSDI Gulf of Guinea / Command and Support Cell	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

The EUSDI Gulf of Guinea is a joint civilian-military mission in the Gulf of Guinea, with a civilian as well as a military pillar. The civilian pillar, under the strategic command and control of the Civilian Operations Commander, is composed of an eight-member Command and Support Cell, based in Brussels, and a team of four Civilian Crisis Management Advisors, each one embedded in one of the EU Delegations in West African Countries of Gulf of Guinea.

1. Reporting Line

The Procurement and Finance / Project Management Officer reports to the Head of the Civilian Command and Support Cell, who is the Head of the Civilian Pillar of the CSDP Mission in Gulf of Guinea, named the EU Security and Defence Initiative in the Gulf of Guinea.

2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Initiative projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Initiative members in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To ensure project proposals are in line with Initiative programmes and coordinated internally and externally;
- To act as the interface between project leaders and various elements of Command and Support Cell;
- To maintain records of the Initiative project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To conduct contracting and procurement processes for the Initiative in line with established, professional and transparent procurement policies, rules and procedures;
- To assist other Initiative members with contracting and procurement matters and procedures;
- To develop policies for accounting and control of Initiative finances;
- 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 regularity of transactions prior to authorising financial transactions;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on time delivery;
- To implement audit recommendations and ensure the effectiveness of internal control;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.) under the supervision of the Head of the Civilian Pillar.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Project management skills;
- Teamwork skills;
- Time management skills;
- Problem solving skills.

6. Desirable Qualifications and Experience:

- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of accounting and general financial principles;
- Knowledge of current technologies used for Finance/Accounting/Procurement such as Enterprise Resource Planning (ERP) System;
- Proficiency in at least one accounting software and MS software, especially Excel;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Procurement and Finance / Project Officer	Employment Regime: Seconded	
Ref. Number: GOG 04	Location: Brussels	Availability: ASAP (currently vacant)
Component/Department/Unit: EUSDI Gulf of Guinea / Command and Support Cell	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

The EUSDI Gulf of Guinea is a joint civilian-military mission in the Gulf of Guinea, with a civilian as well as a military pillar. The civilian pillar, under the strategic command and control of the Civilian Operations Commander, is composed of an eight-member Command and Support Cell, based in Brussels, and a team of four Civilian Crisis Management Advisors, each one embedded in one of the EU Delegations in West African Countries of Gulf of Guinea.

1. Reporting Line

The Procurement and Finance / Project Management Officer reports to the Head of the Civilian Command and Support Cell, who is the Head of the Civilian Pillar of the CSDP Mission in Gulf of Guinea, named the EU Security and Defence Initiative in the Gulf of Guinea.

2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Initiative projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Initiative members in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To ensure project proposals are in line with Initiative programmes and coordinated internally and externally;
- To act as the interface between project leaders and various elements of Command and Support Cell;
- To maintain records of the Initiative project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To conduct contracting and procurement processes for the Initiative in line with established, professional and transparent procurement policies, rules and procedures;
- To assist other Initiative members with contracting and procurement matters and procedures;
- To develop policies for accounting and control of Initiative finances;
- 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 regularity of transactions prior to authorising financial transactions;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on time delivery;
- To implement audit recommendations and ensure the effectiveness of internal control;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.) under the supervision of the Head of the Civilian Pillar.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Project management skills;
- Teamwork skills;
- Time management skills;
- Problem solving skills.

6. Desirable Qualifications and Experience:

- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of accounting and general financial principles;
- Knowledge of current technologies used for Finance/Accounting/Procurement such as Enterprise Resource Planning (ERP) System;
- Proficiency in at least one accounting software and MS software, especially Excel;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Human Resources Officer / Legal Adviser	Employment Regime: Seconded	
Ref. Number: GOG 07	Location: Brussels	Availability: ASAP (currently vacant)
Component/Department/Unit: EUSDI Gulf of Guinea / Command and Support Cell	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

The EUSDI Gulf of Guinea is a joint civilian-military mission in the Gulf of Guinea, with a civilian as well as a military pillar. The civilian pillar, under the strategic command and control of the Civilian Operations Commander, is composed of an eight-member Command and Support Cell, based in Brussels, and a team of four Civilian Crisis Management Advisors, each one embedded in one of the EU Delegations in West African Countries of Gulf of Guinea.

1. Reporting Line

The Human Resources Officer / Legal Adviser reports to the Head of the Civilian Command and Support Cell, who is the Head of the Civilian Pillar of the CSDP Mission in Gulf of Guinea, named the EU Security and Defence Initiative in the Gulf of Guinea.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate all Human Resources and legal aspects of the Initiative;
- To implement all relevant Council/Commission/CivOpsCdr decisions and instructions, set up and implement relevant Initiative internal strategies, policies and procedures accordingly;
- To ensure effective and transparent Human Resources planning and recruitment in accordance with the CivOpsCdr Instruction on Selection Procedures;
- To plan, prepare and implement end-to-end selection, recruitment and extension processes;
- To advise and assist Initiative members on Human Resources policies and procedures;
- To coordinate the deployment of selected candidates in coordination with CPCC and organise the check-in and check-out of Initiative members;
- To administer the attendance, leave records, reimbursement of duty trips, monthly payrolls systems and all other relevant entitlements;
- To implement a performance management approach in accordance with CPCC policy, for monitoring, assessing and developing the performance of Initiative members;
- To coordinate and communicate with the CPCC and the EU Commission (FPI) on all relevant Human Resources and legal matters;
- To ensure an effective and efficient Human Resources administration process, utilise the centralized IT tools Goalkeeper Registrar and Civilian Missions Application (CiMA) (HR database) in accordance with CPCC procedures;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights and obligations, including existing formal and informal complaint and support mechanisms;
- To advise the Head of the Civilian Pillar on the legal aspects of contracts relevant to the Initiative's activities;
- To coordinate access to document requests and reply to Ombudsman complaints;
- To contribute to the preparation of legal advice and assistance on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Civilian Pillar on disciplinary matters.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues.

6. Desirable Qualifications and Experience:

- Degree or educational background in law;
- International experience, particularly in crisis areas, with multinational and international organisations.