



Requirements and Job Descriptions

European Union Capacity Building Mission in Somalia (EUCAP SOMALIA) 1-2024 Call for Applications – National Staff (Kenya)				
Organisation:	EUCAP			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Availability
	LN015	Procurement Assistant	Nairobi	ASAP
	LN016	Security Assistant	Nairobi	ASAP
Deadline for Applications:	7 May 2024 at 16:00 EAT			
E-mail Address to send the Job Application Form to:	jobs.kenya@eucap-som.eu			
Application process	<ul style="list-style-type: none"> Application form can be downloaded from: https://www.eeas.europa.eu/eucap-som/1-2024-call-applications-%E2%80%93-national-staff-%E2%80%93-kenya-%E2%80%93-european-union-capacity-building-mission-somalia_en Send filled in application to jobs.kenya@eucap-som.eu electronically only; Applications will be considered only when using the Application Form (AF), indicating which position(s) the candidate is applying for; Please, fill in <u>only one</u> application form containing maximum 2 positions you apply for; More than one application form will not be accepted from the same applicant, in case more than one is sent, the earliest will be taken into consideration; Applications should be filled in English; Only duly filled in English application forms will be accepted; Should you need additional employment records, you can modify the application form accordingly; All other forms of applications and/or after deadline submissions will be disregarded; None of the documents submitted will be returned; Due to the high number of applications received in each selection procedure, only shortlisted candidates invited for the interview phase will be contacted. 			



I. GENERAL CONDITIONS

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

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

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

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

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

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

II. ESSENTIAL REQUIREMENTS

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

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

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

Skills and abilities

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

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

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

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



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

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

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

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

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

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. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by selected personnel and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data.

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

IV. ADDITIONAL INFORMATION

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

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

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

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



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

V. JOB DESCRIPTIONS

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



EUCAP
Vacancy for National Staff
LN015 Procurement Assistant

Duty Station: Nairobi

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Procurement Assistant will be under the direct supervision of the Head of Procurement Section and will report to him/her.

Main Tasks and Responsibilities:

- To provide a wide range of administrative and executive support to the Procurement Section with the ability to perform these tasks independently or with little supervision, in line with Standard Operating Procedures;
- To support the Project Managers during Market Surveys;
- To advise Project Managers on basic Procurement Rules and Procedures, in order to ensure compliance with Standard Operating Procedures;
- To prepare and draft all procurement documentation related to Procurement Procedures (including Tender Dossiers and Evaluation/Negotiation Reports);
- To keep track, register and archive all documentation generated at all stages of the Procurement process and of the contract implementation;
- To maintain good order in the Procurement Section physical archives, undertake documents archiving in M-Files data management system and ensure record-keeping;
- To perform the duties of Secretary as part of formal Procurement Evaluation Committees, including the drafting in English of the relevant documentation as detailed in the PRAG annexes;
- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

Essential Qualification and Experience:

- Successful completion of secondary school attested by a diploma;
AND
- After having fulfilled the educational requirements, a minimum of 2 years of relevant professional experience.

Essential Knowledge, Skills and Abilities:

- Good English writing and editing skills, with proficiency in Microsoft Word, PowerPoint, 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 computer skills, especially MS Office (word, Excel)
- Good understanding of the EU Public Procurement 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.

Desirable Qualifications and Experience:

- A professional qualification in Law, Public Administration, Business Administration, Procurement/Purchasing & Supply management, Finance, Accounting or equivalent;
- Previous work experience with an international and/or government organisations;
- Good knowledge of the local market and of suppliers' databases;
- Good understanding of EU procurement procedures and regulations, with particular regard to the Financial Regulation and the Practical Guide for Procurement and Grants for the European External Actions;
- Experience in Enterprise Resource Planning systems and tools;
- Experience in e-procurement;
- Good experience of data utilisation for reports preparation.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP Somalia
Vacancy for National Staff
LN016 Security Assistant

Duty Station: Nairobi

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Security Assistant will be under the direct supervision of appointed Deputy Senior Mission Security Officer (DSMSO) and will report directly to him/her.

Main Tasks and Responsibilities:

- To advise the Security Division on Kenya specific security related matters that affect the Mission;
- To deputise for the Mission Security Officer (MSO) as required;
- To assist the MSO in the preparation and implementation of the Mission Security Plan as required;
- To gather information and produce a daily report on security related information as guided by MSO,
- To translate documents as required;
- To liaise with national authorities, service providers and relevant organisations as required;
- To effectively liaise and interact with other departments within EUCAP including other duty stations as required;
- To provide security coverage for Mission Members and official guests or visitors to EUCAP, in close cooperation with MSO;
- To liaise and coordinate with Private Security Company to support Mission activities;
- To assist in security response actions, as advised by the MSO;
- To carry out and assist with security-related administrative tasks, including the maintenance of relevant administrative forms, databases and rosters;
- To assist in the implementation of security advisories and instructions as disseminated by the MSO;
- To assist the MSO in monitoring compliance with the Minimum Security Operational Standards (MSOS) for EUCAP;
- To assist with security briefings and trainings, as required;
- To perform general driving duties as required;
- To be responsible for the routine maintenance of assigned vehicle on regular bases including daily service and maintenance checks;
- To participate in the vehicle management which incorporates control of mileage, fuel, damage to vehicle road accidents reporting and ensuring accuracy of logbooks for assigned vehicle;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

Essential Qualifications and Experience:

- Successful completion of secondary education attested by a certificate;
- Professional qualification in security-related field OR equivalent military/police training;
- After having fulfilled the education requirements, a minimum of 3 years of professional experience in the same field of work;
- A valid EU category B driving license or equivalent.

Essential Knowledge, Skills and Abilities:

- Demonstrable basic knowledge of security systems;



- Ability to drive vehicles with manual transmission;
- Excellent administration and organisational skills, which reflect ability to perform and prioritize multiple tasks in an energetic environment with multiple priorities;
- Ability to work effectively under pressure, in difficult circumstances, as well as ability to communicate with personnel at all operational and strategic levels;
- 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;
- Exemplary writing and editing skills, with proficiency in Microsoft Word, PowerPoint, Excel, Outlook, and the Internet;
- Excellent communication skills in both written and spoken English and Swahili language;
- Teamwork oriented;
- Strong sense of confidentiality and discretion;
- Ability to work under stress and willingness to work long irregular hours and still deal helpfully and courteously with all contacts;
- Must be able to express ideas and concepts clearly and concisely and to communicate effectively orally;
- Punctuality, reliability.

Desirable Qualifications and Experience:

- Previous work experience with an international organisation;
- Work on a multitude of activities at the same time and with limited supervision.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.