



**EUROPEAN UNION**

DELEGATION TO THE FEDERAL REPUBLIC OF SOMALIA

# VACANCY ANNOUNCEMENT

## ADMINISTRATIVE ASSISTANT

### LOCAL AGENT GROUP 2

ref.: DELKEN-02-2024

#### ➤ THE EUROPEAN UNION

The European Union (EU) is an economic and political union between 27 European States. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations.

Abroad, the EU is represented through more than 140 diplomatic missions, also known as EU Delegations, which have a similar function to that of an embassy.

#### ➤ OFFER

We look for an Administrative Assistant in the Administration Section, based in Nairobi, to work for Somalia Delegation under the supervision of the Section Head. After recruitment, the chosen candidate will occupy a specific Local Agent job as Category 2, for a job description that can evolve according to the needs, for the following:

#### ➤ MAIN OBJECTIVES:

Overseeing colocation matters, accounting activities, mission coordination, lodging bookings, tendering procedures, protocol matters, and supporting the Head of Administration based in Somalia.

#### ➤ MAIN TASKS:

##### *Colocation:*

- ✓ Day to day coordination with co locators
- ✓ Invoicing extra pay per use aspects
- ✓ Ensure up to date information on point of contact and authorised users of co locators staff

##### *Accounting:*

- ✓ Monitor and manage expenses incurred for Somalia in collaboration with the local accountants.
- ✓ Ensure accurate financial documentation and compliance with EU financial procedures.
- ✓ Business trip coordination:
- ✓ Facilitate the planning and execution of business trips, including logistical arrangements.
- ✓ Coordinate lodging bookings in the compound in Somalia.

- ✓ Manage the invoicing process.

*Tendering Procedures:*

- ✓ Conduct tendering procedures for Somalia-based projects from the Kenya office.
- ✓ Oversee the procurement process, ensuring compliance with EU regulations.
- ✓ Coordinate the delivery of purchased items to Somalia.

*Other administrative requirements:*

- ✓ Handle protocol-related issues, including coordination of official visits and events.
- ✓ Ensure adherence to diplomatic protocols and procedures.
- ✓ Any other administrative requirement needed

*Support to Head of Administration:*

- ✓ Daily assistance to administrative procedures with the HoA in Somalia
- ✓ Provide backup support to the HoA base in Mogadishu during leaves.
- ✓ Undertake administrative responsibilities in Somalia during possible extended stays.

The workplace is Nairobi. This position requires frequent and regular travel to Somalia, with extended stays of up to one month at a time at least 6 times a year but maybe more according to the need. We offer a competitive position in a lively and multicultural environment. Full time of 37.5 hours per week (under flexible time regime), and remunerated according to a salary table in shillings, including a supplementary pension scheme and medical insurance, offered to employees and their families under certain conditions. Additional daily allowances during the trips to Mogadishu.

➤ **EDUCATION AND EXPERIENCE REQUIRED**

- Kenya Certificate of Secondary Education (or equivalent in European education systems of 12 years of schooling)
- 5 years' experience in accounting, administration, or related roles.

➤ **LANGUAGE QUALIFICATIONS**

- ✓ English - Proficient user (level C2<sup>1</sup>).
- ✓ Knowledge of Somali is an advantage.

➤ **COMPUTER SKILLS**

- ✓ Good knowledge of Microsoft Office™ (Word, Excel, Outlook).

➤ **KNOWLEDGE**

- ✓ Familiarity with tendering processes is an advantage.
- ✓ Strong organizational and multitasking skills.

➤ **PERSONAL SKILLS AND QUALITIES**

- ✓ Open flexible personality

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<sup>1</sup> European levels of language skills, as provided in *Curriculum Vitae europass* standardized. A self-assessment grid is at the following web address: <https://europa.eu/europass/pt/common-european-framework-reference>

- ✓ Excellent organizational skills
  - ✓ Ability to perform duties with speed and accuracy without immediate and constant supervision.
  - ✓ A high degree of integrity and the ability to deal with confidential information
  - ✓ Team Player.
  - **SPECIFIC PHYSICAL REQUIREMENTS**
    - ✓ Frequent travelling by plane to Mogadishu and possibly other regions of Somalia, work in risky environment with high level of security threats.
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## To APPLY

The applicant must send

- A **Curriculum Vitae** using one of the europass templates, available at:  
<https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>  
(Attention: other formats will be reason for rejection of the application!)
- A Motivation **letter**, signed, addressed to the attention of the Head of EU Delegation to the Federal Republic of Somalia
- Scanned version** of:
  - Certificate(s)**,
  - Declarations of work**, attesting to the relevant experience,  
(no original received will be returned!)

Until **08 March 2024, 12h00 EAT**.

The applicant must send all documents to the following email address:

[eeasjobs-021@eeas.europa.eu](mailto:eeasjobs-021@eeas.europa.eu)

## OTHER INFORMATION

After a positive documentary analysis, the selection panel will invite the candidate to a written test.

The selected candidate, after a six-month trial period, will be proposed to sign an employment contract in local law for indefinitely duration. For the selected person who does not have Kenyan nationality, s/he will be required to prove his/her residence and work permit in Kenya, and the Delegation is not responsible for this request.

The Delegation implements an equal opportunities policy and will implement the necessary measures to avoid any kind of discrimination during the recruitment process. As such, all applicants with special needs (*e.g.* people with reduced mobility...) are invited to mention them.

Any personal data covered by the application, selection and recruitment process are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Data shall be processed by the entity responsible for the processing of the data solely for the purposes of the selection and be destroyed when recruitment is done. This does not affect their possible transmission to bodies responsible for a monitoring or inspection mission in accordance with EU law.

**Caution:** *The applicant must verify that he/she **fulfils** all the conditions.*

*For easy verification, the applicant must mark all the squares  relating to each document or application condition. The absence of one of these conditions or documents is a reason for the rejection of the application.*

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*The Delegation will not communicate any response to the applicant.*

*Only the applicants admitted to the written tests will be contacted by letter, eventually transmitted by e-mail, which shall arrive before the **20/03/2024**. The absence of contact from our side is a sign of exclusion in the previous step.*

Karin JOHANSSON  
Head of Delegation