



Annex Kenya – Requirements and Job Descriptions

<p align="center">European Union Capacity Building Mission in Somalia (EUCAP SOMALIA) 1-2021 Call for Applications – National Staff (Kenya)</p>				
Organisation:	EUCAP			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Availability
	LN001	Driver	Nairobi	ASAP
	LN002	Driver	Nairobi	ASAP
	LN003	Logistics Assistant	Nairobi	ASAP
	LN004	HR Assistant	Nairobi	ASAP
	LN005	HR Assistant	Nairobi	ASAP
	LN006	CIS Assistant	Nairobi	ASAP
	LN007	Project Assistant	Nairobi	ASAP
	LN008	HoM Office Assistant	Nairobi	ASAP
	LN009	Finance Assistant	Nairobi	ASAP
	LN010	Finance Assistant	Nairobi	ASAP
	LN011	Finance Assistant	Nairobi	ASAP
	LN012	Asset Management Assistant	Nairobi	ASAP
	LN013	Procurement Assistant	Nairobi	ASAP
	LN014	Procurement Assistant	Nairobi	ASAP
LN015	Procurement Assistant	Nairobi	ASAP	
Deadline for Applications:	11 August 2021 at 16:00 EAT			



E-mail Address to send the Job Application Form to:	<p style="text-align: center;">jobs.kenya@eucap-som.eu</p>
Application process	<ul style="list-style-type: none"> • Application form can be downloaded from http://www.eucap-som.eu/eucap-jobs/; • 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; • Deadline to apply for the positions is 11 August 2021 at 16:00 EAT; • 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:

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

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.

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

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



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 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
LN001, LN002 – Driver
(2 positions)

Duty Station: Nairobi

Availability: As soon as possible

Post Category: Technical

Group Classification: 4

Reporting Line:

The Driver will report to the LN003 Logistics Assistant.

Main Tasks and Responsibilities:

- Driving and general driving duties as required, involving B class vehicles (2WD,4WD and Minivans), and others as required and compliant to his/her qualifications;
- Practices surveillance detection and avoidance skills
- Support on the planning and scheduling of pick-ups and drop offs of all MMs when in Nairobi;
- Support on cargo transportation;
- Responsible for the vehicle inventory and equipment/spares of the vehicles
- Ensures that the logbook of the vehicle is accurately maintained
- Follows all mechanic/driver instructions as issued by the GSS Transport staff;
- Carries out first level vehicle servicing and maintenance, and where trained to perform it, second level of maintenance;
- Identifies promptly any degradation or malfunction in the vehicles while in operation or during maintenance activities, and give alert to the Line Manager;
- Assists in scheduling maintenance of the vehicles
- Take vehicles for servicing and repairs at workshop
- Pre, post, and intermediary inspection of vehicles while in servicing or repairs
- Assist for the correct record and filing of fuel invoices;
- Executes work with other related transport and Fleet administrative documentation;
- Execute, arrange and supervise the cleaning of the vehicles;
- Preparing cargo for expedition, and receiving cargo by executing quantity and quality control;
- 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 school attested by a diploma, and a minimum of 6 years of relevant professional experience OR
- Successful completion of post-secondary studies attested by a diploma in Logistics/Transport related matters, with a minimum of 3 years of relevant professional experience.

Essential Knowledge, Skills and Abilities:

- Demonstrable basic skills in vehicle mechanics and maintenance;
- Proven track record of safe driving and solid understanding of road safety requirements;
- English writing and editing skills, with proficiency in Microsoft Word, Excel, Outlook;
- 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 Swahili;
- 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;
- 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;
- Continuous improvement attitude; ability to learn and apply new concepts;
- He / She should possess high degree of punctuality and reliability
- A valid category “B” driving license or equivalent
- 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 considerable flexibility to respond to urgent and/or regularly after-hour needs. Will be required frequently to work during Weekends and Holidays as necessary;

Desirable Qualifications and Experience:

- Other qualifications in Vehicles Maintenance will be an asset;
- Previous work experience with an international and/or government organisation, namely in EU Missions;
- Good knowledge of Nairobi city roads and streets, and vicinities;
- Previous experience in tasks and responsibilities as described above;
- To be available to participate in field trips across the Mission area (Somalia, Somaliland, Kenya), as required.
- A valid category “C” driving license or equivalent.

Special Notes:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LN003 Logistics Assistant
(1 position)

Duty Station: Nairobi

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Logistics Assistant will report to the Head of General Support Section.

Main Tasks and Responsibilities:

- Provide a wide range of administrative and executive support to the General Services Section with the ability to perform these tasks independently or with little supervision, in line with Standard Operating Procedures;
- Work in the warehouses, providing correct storage and preservation of Mission items, and assisting in the update and control of the inventories;
- Ensure all mission items are properly identifiable and/or tagged;
- Ensure identification of items not fit for purpose, liaising with other Technical Units for that purpose, for items out of Technical capability
- Take the lead in the export and import projects starting in or passing by Kenya, and other in-mission cargo transports, namely as interlocutor with Local Authorities, producing draft documents, controlling the good development of the processes;
- Organizing and executing land transportation of cargo;
- Preparing cargo for expedition, and receiving cargo by executing quantity and quality control;
- Coordinating, executing Mission assets maintenance – first and second level – and providing support for the good execution of third level, as required;
- Act as Responsible Officer for the Management of Services and goods contracts, on a comprehensive manner - from Finance and Administrative tasks, to Technical Quality Control, inspiring a demanding but fair and cooperative relationship with the contractor;
- Initiate contact and interact with third party logistics service providers;
- Create and maintain contact with vendors and customers to ensure timely and correct delivery of goods and services as requested;
- Support the Project Managers during Market Surveys;
- Support the Project Managers in the Quality Control of the contracts in place;
- Support the Project Managers with Invoices Verification, and production of documents necessary for the good execution of the contracts;
- Keep track, register and archive all documentation generated at all stages of contract implementation;
- Maintain good order in the General Services Section local physical archives, undertake documents archiving in electronic document management system and ensure record-keeping;
- Manage and supervise the local vehicles fleet and maintenance, under the technical guidance of GSS Transport staff in coordination with Line Manager.
- Manage and supervise the drivers, transport services in the Back Office, and fleet maintenance;
- Submit reports



- Perform and carry out any other tasks and duties as required or requested by her/his line manager.
- Provide advise Project Managers on basic Logistic Rules and Procedures, in order to ensure compliance with Standard Operating Procedures;

Essential Qualification and Experience:

- Successful completion of post- secondary studies attested by a diploma in Logistics/Transport-related matters, with a minimum of 3 years of relevant professional experience.
OR
- Successful completion of secondary school attested by a diploma, and a minimum of 5 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 language skills in the Local Native language Swahili;
- 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.
- Physical capacity 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 category “B” driving license or equivalent.

Desirable Qualifications and Experience:

- Other qualifications in Business Administration, Procurement/Purchasing & Supply chain, Engineering, Maintenance will be an asset;
- Previous work experience with an international and/or government organisations, namely in EU Missions;
- Good knowledge of the local market and of suppliers’ databases;
- Understanding of EU procurement procedures and regulations;
- Experience in Enterprise Resource Planning programs, namely in Inventory Management;
- Experience as user of Sharepoint systems for documents management and processes, such as M-files and similar applications;
- Previous experience in tasks and responsibilities as described above;
- To be available to participate in field trips across the Mission area (Somalia, Somaliland, Kenya), as required;



- A valid category “C” driving license or equivalent.

Special Notes:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LN004 and LN005 Human Resources Assistant
(2 positions)

Duty Station: Nairobi

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

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

Main Tasks:

- To assist the HR Section in their daily work;
- To ensure the correct preparation and timely submission of the monthly payroll, together with the attendance and leave records;
- To participate in the sound and effective financial management of the Mission by her/his assistance for all personnel costs and duty trips expenditures;
- To administer insurance portfolio for international and local staff; act as a point of contact for CIGNA Insurance;
- To assist in the preparations of Calls for Applications for national staff, to coordinate the selection process and to communicate with candidates;
- To take part at the grading of national contracted personnel;
- To coordinate the deployment of selected international and national candidates and check-out of staff members with all involved stakeholders;
- To support, inform, assist on induction training related matters;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To maintain and update the current personnel databases as appropriate;
- To take minutes at meetings and conferences, as well as to prepare draft reports, documents, speaking points, etc.;
- To ensure accuracy of log books for assigned vehicle;
- 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.

Essential Qualifications and Experience:

- Successful completion of secondary education attested by a diploma;
AND
- After having fulfilled the education requirements, a minimum of 3 years of professional experience in Human Resources or Administration.

Essential Knowledge, Skills and Abilities:

- Works methodically, accurately and with attention to details as well as with tight deadlines;
- Has a strong sense of confidentiality and discretion in dealing with staff-related matters and/or financial issues;



- Ability to perform and prioritise multiple tasks in an energetic environment with limited supervision;
- 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 Internet;
- Excellent communication and analytical skills both in written and spoken English.

Desirable Qualifications and Experience:

- A professional qualification in Human Resources, Administration or equivalent academic or professional training;
- Previous work experience with an international organisation;
- Experience of using data for preparing reports;
- Ability to work under stress and willingness to work long or irregular hours and still deal helpfully and courteously with all contacts.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LN006 CIS Assistant
(1 position)

Duty Station: Nairobi

Availability: As soon as possible

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:

- To monitor and maintain the Mission server network and systems;
- To act as 1st and 2nd 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;
- Organise and perform web training events on CIS for all mission staff and perform presence training events for mission staff in Nairobi;
- Trace, track and expedite purchase processes;
- Create and maintain contact with vendors and customers to ensure timely delivery of goods;
- Interact with third party service providers;
- To cooperate with the other CIS Officers and link with commercial companies and other actors the Mission is working with for data retrieval;
- Assists in the coordination of the number, technical specifications and location of the telecommunications equipment required for the personnel to perform their duties;
- Assists in keeping accurate, detailed and updated CIS inventory of the hardware and software distributed Mission wide;
- Coordinate service and maintenance for the implemented hardware and software;
- 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;
- Dispose of unserviceable or damaged CIS items;
- 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.

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:

- Demonstrable advanced skills in using Microsoft Office software;



- Demonstrable advanced skills in Microsoft Windows Server administration;
- 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.



EUCAP
Vacancy for National Staff
LN007 Project Assistant
(1 position)

Duty Station: Nairobi

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Project Assistant will be under the direct supervision of the Head of Project Section 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;
- To assist and facilitate organization/participation of delegations to various events organized or supported by the mission;
- 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;
- To support, upon project completion, post-project reporting and evaluation, as well as compiling evaluation reports for internal and external stakeholders;
- To provide administrative support for project/grant management, provision of trainings, workshops, conferences, study visits, exercises, as well as for recording lessons identified/learned;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To support the market surveys for Project Section and other units;
- To travel, in Kenya and abroad, to the locations where the mission is organizing events in order to support the organization of the events;
- To perform checks of the inventory of supplies for the project activities, when requested, and to support the permanent updates of the inventory record;
- To support the reporting effort of the unit and the gender mainstreaming activities across all projects;
- To ensure business continuity function through supporting administratively project implementation for all field offices, including, but not limited to updating databases, processing financial and inventory documentation, maintaining accurate records of project documentation, facilitating and ensuring accurate records for internal and external communication within projects;
- 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 post-secondary studies at vocational/trade/college level or equivalent of at least 2 years attested by a diploma; The qualification should be in any of the fields: Public/Business Administration, Information Technology, Marketing, Management, Finance, International Development, Public Relations, Hospitality Industry;
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): events management, public administration, international development, humanitarian aid, project management, contract management, business



development, marketing, international/commercial relations, logistics, inventory and asset management.

Essential Knowledge, Skills and Abilities:

- Excellent level of written and spoken English;
- Highly adaptable to fast changing environment, including working hours/days, in order to fit the needs of the project beneficiaries;
- Availability to engage on very short notice in facilitation of travelling/transfers/booking/hotel arrangements for official delegations and to travel internally or abroad;
- Excellent knowledge and experience of MS Office Suite Package;
- Able 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:

- Training and/or certification in project support, administration, travel management, events management;
- Working experience in multinational/multicultural teams;
- Knowledge of Somali language.

Special Note:

- Mandatory requirement to pass security clearances and medical check.



EUCAP
Vacancy for National Staff
LN008 Head of Mission (HoM) Office Assistant
(1 position)

Duty Station: Nairobi

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The HoM Office Assistant will be under the direct supervision of the Executive Officer to Head of Mission and will report to him/her. Duties related to Human Resources will be done in close co-ordination with Head of Human Resources Section.

Main Tasks and Responsibilities:

- To maintain HoM's diary and follow up of appointments;
- To organise both internal and external meetings with key interlocutors in Kenya and Somalia;
- To attend HoM meetings and recording minutes, distribution within the Mission;
- To prepare HoM's travel itinerary as well as briefing files, and coordinating those with the desk of CPCC EUCAP Somalia;
- To prepare HoM's travel documentation, his travel expense reports and respective invoices;
- To prepare the itinerary of visiting CPCC and EU Member States guests to the Mission;
- To be a focal person for all logistical arrangements relating to incoming visitors and delegations to the Nairobi Back Office (NBO);
- Event and guest management;
- To update HoM's weekly agenda for CPCC;
- To assist in the preparation of HoM's office budget;
- To provide general secretarial and administrative support to the Line Managers of the Mission;
- To process daily registry of incoming and outgoing EUCAP Somalia's non-classified documents, including filing of the documents;
- To update incoming and outgoing registry numbers in the Mission's database;
- To ensure the document flow inside the Mission pertaining to the registry in a timely manner;
- To maintain strict confidentiality of both Mission information and Mission Member's private documentation;
- To assist the Human Resources Section in its administrative duties as below;
- To administer the check-in and check-out process of Mission Members;
- To issue support letters to travelling Mission Members;
- To file documents and record data in the appropriate files and databases;
- To undertake any other related tasks as requested by the Line Manager(s).

Essentials Qualifications and Experience:

- Successful completion of secondary education attested by a certificate;
AND
- After having fulfilled the education requirements, a minimum of 5 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;



- Ability to prioritize and perform, with limited supervision, multiple tasks in an energetic environment with multiple priorities;
- Ability to keep the line manager and colleagues informed on the progress made to deliver ongoing tasks and processes;
- 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;
- 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;
- 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.

Desirable Qualifications and Experience:

- Experience in document management and registry maintenance;
- Professional qualification in e.g. Information and Records Managements Studies, or related professional qualification;
- Previous work experience with an international organization.

Special Note:

- Mandatory requirement to pass security clearances and medical check.



Vacancy for National Staff
LN009, LN010 and LN011 Finance Assistant
(3 positions)

Duty Station: Nairobi

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

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

Main Tasks and Responsibilities:

- To assist the Head of Finance in maintaining the financial operations of the Mission;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To liaise and cooperate on financial issues (commitments, payments, Recovery orders, budget transfers, Riders implementation etc...) with the requesting units;
- To coordinate the work of financial assistants within the unit;
- To provide training to the financial assistants as required;
- Bank/Cash reconciliations (monthly);
- Vendors/customers and other ledgers reconciliations (monthly);
- 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.

Essential Qualification and Experience:

- Successful completion of secondary school attested by a diploma;
AND
- After having fulfilled the education requirements, a minimum of 5 years of professional experience, in the same field of work.

Essential Knowledge, Skills and Abilities:

- Has a strong sense of confidentiality and discretion in dealing with staff-related matters and/or financial issues;
- Strong organizational skills that reflect an 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;
- Experience of electronic document management system and ERP
- Excellent communication and analytical skills in written and spoken English;
- Excellent Knowledge of Financial Accounting software.



Desirable Qualifications and Experience:

- A professional qualification in Finance or equivalent academic or professional training would be an asset;
- Previous work experience with an international organisation would be an asset;
- Excellent administration and organisational skills;
- Works methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Must be able to express ideas and concepts clearly and concisely in written and oral form;
- Good experience of using data for preparing reports.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LN012 Asset Management Assistant
(1 position)

Duty Station: Nairobi

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 Office with the ability to perform these tasks independently or with little supervision, in line with Standard Operating Procedures;
- Work closely with the General Services 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 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 school attested by a diploma, and a minimum of 6 years of relevant professional experience in warehouse and asset management after having fulfilled the education requirements;
OR
- Successful completion of post-secondary studies at vocational/trade/college level or equivalent in Logistics/Transport/Asset Management-related matters, with a minimum of 4 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 language skills in the Local Native language Swahili;
- 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;
- 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:

- 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;
- Good knowledge of the local market and of suppliers' databases;
- Understanding of EU procurement procedures and regulations;
- Experience in Enterprise Resource Planning (ERP) programs, namely in Inventory Management;
- Experience in documents management systems and processes, such as M-files and similar applications;
- Previous experience in tasks and responsibilities as described above.
- To be available to participate in field trips across the Mission area (Somalia, Somaliland, Kenya), as required.

Special Notes:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP

Vacancy for National Staff

LN013, LN014 and LN015 Procurement Assistant

(3 positions)

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:

- 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;
- Support the Project Managers during Market Surveys;
- Advise Project Managers on basic Procurement Rules and Procedures, in order to ensure compliance with Standard Operating Procedures;
- Prepare and draft all procurement documentation related to Procurement Procedures (including Tender Dossiers and Evaluation/Negotiation Reports);
- Keep track, register and archive all documentation generated at all stages of the Procurement process and of the contract implementation;
- Maintain good order in the Procurement Section physical archives, undertake documents archiving in M-Files data management system and ensure record-keeping;
- 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;
- 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.

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 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 programs;
- Experience in e-procurement;
- Good experience of data utilisation for reports preparation;
- A valid category "B" driving license or equivalent.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.