



Annex 1 – Somalia – Requirements and Job Descriptions

| European Union Capacity Building Mission in Somalia (EUCAP SOMALIA) 1-2021 Call for Applications – National Staff (Somalia) | | | | |
|---|---|--|--------------------|---------------------|
| Organisation: | EUCAP | | | |
| Job Location: | As indicated below | | | |
| Employment Regime: | As indicated below | | | |
| Job Title/ Vacancy Notice: | Ref. | Name of the Post | Location | Availability |
| | LM005 | Police Assistant/Translator | Mogadishu | ASAP |
| | LM008 | Legal Officer/Translator | Mogadishu | ASAP |
| | LM024 | Logistics Assistant | Mogadishu | ASAP |
| | LM025 | Project Officer - Civil Engineering | Mogadishu | ASAP |
| | LH001 | Admin/Press and Public Information Assistant | Hargeisa | ASAP |
| | LH002 | Security Assistant | Hargeisa | ASAP |
| | LH010 | Coast Guard Assistant | Hargeisa | ASAP |
| | LH013 | Logistics Assistant | Hargeisa | ASAP |
| | LH014 | Finance and Administration Assistant | Hargeisa | ASAP |
| | LG005 | Legal Officer / Translator | Garowe | ASAP |
| | LG007 | Logistics Assistant | Garowe / Bosaso | ASAP |
| Deadline for Applications: | 11 August 2021 at 16:00 EAT | | | |
| E-mail Address to send the Job Application Form to: | jobs@eucap-som.eu | | | |
| Application process | <ul style="list-style-type: none"> Application form can be downloaded from http://www.eucap-som.eu/eucap-jobs/; Send filled in application to jobs@eucap-som.eu electronically only; | | | |



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| | <ul style="list-style-type: none">• 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. |
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I. GENERAL CONDITIONS

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

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

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

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

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

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

II. ESSENTIAL REQUIREMENTS



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

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

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

Skills and abilities

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

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

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

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

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

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

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

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

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

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of

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

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



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
LM005 Police Assistant / Translator
(1 position)

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Police Assistant will be under the supervision of the Senior Police Advisor/Head of Police Unit and will report to him/her.

Main Tasks and Responsibility:

- To assist Head of Police Unit, Senior Police Advisors and Police Advisors in their daily work;
- To contribute to the efficient and effective running of the Department of Operations;
- To provide assistance on all operational police related issues, as necessary, to the Head of Police Unit, Senior Police Advisors and Police Advisors at EUCAP Headquarters (and its Field Offices);
- To provide general secretarial and administrative support to the Operations Department and perform general office duties;
- To draft and distribute invitations for internal briefings and meetings;
- To take minutes at internal briefings and meetings;
- To support guest and event management at the Mission Headquarters (MHQ);
- To perform interpretation for the international staff at meetings and to translate documents (English to Somali and vice versa);
- To draft correspondence related to the unit's activity and provide follow-up;
- To ensure timely delivery of correspondence related to the unit's actions;
- To keep lists of names and contacts of Police Unit's interlocutors;
- To prepare talking points for the Police Unit ahead of meetings with Somali interlocutors when requested;
- To prepare and attend meetings, conferences and other events, to write meeting reports;
- To maintain the highest level of confidentiality when dealing with assigned tasks and responsibilities, as well as with all EUCS documents and information;
- To conduct translations and provide interpretation support to the international staff in the context of the implementation of the EUCAP mandate. The duties will be performed mainly in Mogadishu with a possibility of duty travel to other regions in Somalia, when the need arises;
- 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:

- Completed secondary education;
- Excellent level of written and spoken English and Somali is a requirement;
- A minimum of 3 years of professional experience in a relevant field of work;
- Excellent knowledge and experience of MS Office Suite Package.



Desirable Qualification and Experience:

- A professional qualification in Administration, Human Resources, or equivalent academic or professional training would be an asset;
- Previous work experience related to policing or in administration 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;
- 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 staff-related matters and/or financial issues;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- 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 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
LM008 Legal Officer/Translator
(1 position)

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Officer

Group Classification: 2

Reporting Line:

The Legal Officer/Translator will be under the direct supervision of appointed international Legal Reform Adviser and will report to him/her.

Main Tasks and Responsibilities:

- To provide legal expertise and advice on legal issues related to the host country legal framework, including advice on host country regulatory and other instruments, mechanisms and arrangements;
- To prepare, under the guidance of the Advisers, draft documents on legal issues pertaining to the implementation of EUCAP's Mandate;
- To conduct research on legal issues related to public international law and relevant host country law;
- To assist the Advisers in all areas of their respective work, including liaising with local interlocutors, assisting in the preparation and delivery of legal training courses, the organization of workshops and other events;
- To translate documents from Somali into English and vice versa;
- To provide interpretation services in meetings with Somali interlocutors;
- To prepare talking points for the Advisers ahead of meetings with Somali interlocutors;
- To prepare and participate in meetings, conferences and other events, preparing meeting reports;
- To maintain the highest level of confidentiality when dealing with assigned tasks and responsibilities, as well as with all EUCAP documents and information;
- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

Essentials Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma. The qualification should be in Law or equivalent/related field, such as human rights or political science;
AND
- After having fulfilled the education requirements, a minimum of 3 years of relevant professional experience, in practice of law in an international organization, government, private company or a law firm, with substantial experience in international, administrative, public and regulatory law matters;
- Substantial experience in translation and interpretation, including interpreting and translating for international experts;
- Knowledge of functions and practices of the host country and other Rule of Law systems;
- Knowledge of local legal terminology.

Essential Knowledge, Skills and Abilities:

- 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;
- Excellent communication and analytical skills in both written and spoken English and Somali language;
- Teamwork oriented;
- Strong sense of confidentiality and discretion.

Desirable Qualifications and Experience:

- A Master Degree in Law;
- Diploma or certificate in English Language skills, in both translation and interpretation, for example IELTS certificate or equivalent academic or professional training, evidenced by a certificate;
- Previous professional experience working in an international organization;
- Knowledge of maritime issues in the host country and at international level;
- Knowledge of relevant jurisprudence in the host country;
- Knowledge of European Security Defence Policy (ESDP) Missions and EUCAP activities in Somalia;
- Additional language skills are desirable;
- Good presentation skills;
- Ability to work without supervision, complete assigned tasks within strict deadlines and consistently maintain quality and accuracy in performance of duties;
- Able to maintain a clean, safe and hazard free working environment. Meticulous time keeping, and ability and willingness to work additional hours if required.

Special Note:

- Mandatory requirement to pass security clearances and medical check.



EUCAP
Vacancy for National Staff
LM024 Logistics Assistant
(1 position)

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

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

Main Tasks and Responsibilities:

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



Essential Qualifications and Experience:

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

Essential Knowledge, Skills and Abilities:

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

Desirable Qualifications and Experience:

- A professional qualification in Logistics, Business Administration, Procurement/Purchasing & Supply chain, Engineering, Maintenance or equivalent;
- Previous work experience with an international and/or government organisation;
- Good knowledge of the local market and of suppliers' databases;
- Understanding of EU procurement procedures and regulations;
- Experience in Enterprise Resource Planning programs, namely in Inventory Management;
- Previous experience in tasks and responsibilities as described above;
- Ability to provide basic CIS (Communications and Information Systems) support to colleagues in the Duty Station – hardware and software wise;
- A valid category "C" driving license or equivalent.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LM025 Project Officer (Civil Engineering)
(1 position)

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Officer

Group Classification: 2

Reporting Line:

The Project Officer will be under the direct supervision of the Head of Project Section and will report to him/her. For the technical tasks related to buildings and infrastructure assessment, renovation or constructions, the Project Officer will be functionally coordinated by the specialized Project Manager.

Main Tasks and Responsibilities:

- To assist in project planning and development and support the implementation of the Mission's projects, in relation to Somali institutions/organizations and other international partners;
- To support the Mission in the delivery of Construction projects including Tender Documentation, Contract Management and site follow up within allocated budgets and completed within agreed timeframes following agreed quality standards;
- To provide technical input for the delivery of Civil Construction projects;
- To ensure onsite quality control and monitoring for the Construction projects supported by the mission;
- To provide support in the preparation of budget estimations, related to local market;
- To identify and analyse problems and recommend solutions for the project activities assigned;
- To support the coordination of contractors and contracts in order to ensure that agreed outcomes are achieved;
- To provide professional and relevant advice and assistance to the stakeholders for the allocated projects;
- To provide support to staff of contractors or beneficiaries, as required, to facilitate development and organization of the Construction projects;
- To develop and maintain key relationships with all the stakeholders, focusing on continuous improvement to drive efficient and quality outcomes;
- To frequently visit the headquarters of Somali institutions, partners in/beneficiary of the projects, and work together with/support the national project teams in order to advance the project activities;
- To support and, when needed, provide advice to project leaders (within the Mission's operational components) in preparing English/Somali versions of project documents such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To support and facilitate organization/participation of Somali delegations to workshops, conferences, official events;
- To maintain a record of the project activities and prepare briefs and updates on project progress for partner Somali institutions;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To travel to EUCAP Field Offices (Hargeisa, Garowe), other locations in Somalia, EUCAP Nairobi back office, as well as to other locations abroad in order to provide support for project activities;
- To perform checks of the inventory of supplies for the project activities, when requested, and to support the permanent updates of the inventory record at the level of the Field Office;
- Contribute to mission reporting in the area of competence;



- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

Essentials Qualifications and Experience:

- Successful completion of university studies OR equivalent studies, of at least 3 years, attested by a certificate, diploma or equivalent. The qualification should be in Civil Engineering OR any of the technical areas related to civil engineering/constructions (e.g. Building Constructions, Urbanism, Installations for Buildings, Architecture, Structural Engineering, Constructions Management) OR any of the areas related to construction technologies (e.g. Construction Technology, Construction Management Engineering Technology, Constructions Heavy Equipment);
AND
- After having fulfilled the education requirements, a minimum of 3 years of documented professional experience, in any of the following fields (one field or combined): technical assessment of buildings and infrastructure, renovation, constructions, services and management of technologies or equipment related to constructions field, administrative and onsite support for construction projects.

Essential Knowledge, Skills and Abilities:

- High level of verbal and written communication skills for effective communication across all levels in English and Somali;
- Ability to develop, read and interpret civil construction plans, specifications and contract documentation;
- Highly developed time management and work prioritization to plan, schedule and manage multiple Civil Construction activities;
- Ability to work independently with limited supervision and promote a team environment with relevant stakeholders;
- Demonstrated negotiating skills and the ability to handle difficult situations to achieve positive outcomes;
- Excellent knowledge and experience of MS Office Suite Package;
- Good interpersonal and communication skills;
- Strong sense of confidentiality and discretion;
- Punctuality, reliability;
- Valid driving license.

Desirable Qualifications and Experience:

- Knowledge of Autocad or equivalent software package;
- Project management training (academic/vocational/online) or professional experience with project management methodologies;
- Experience working with/for public institutions;
- Project Management experience, including contract, financial project management principles, practices and processes.

Special Note:

- Mandatory requirement to pass security clearances and medical check.



EUCAP
Vacancy for National Staff
LH001 Admin/Press and Public Information Assistant
(1 position)

Duty Station: Hargeisa

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

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

Main Tasks and Responsibility:

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

Essential Qualifications and Experience:

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

Essential Knowledge, Skills and Abilities:

- Excellent communication, administration and organisational skills in both written and spoken English and Somali language;
- Exemplary writing and editing skills, with proficiency in Microsoft Word, PowerPoint, Excel, Outlook and Internet;



- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to prioritize and perform, with limited supervision, multiple tasks in an energetic environment with multiple priorities;
- Strong sense of confidentiality and discretion in dealing with strategic sensitivities, staff-related matters and financial issues.

Desirable Qualifications and Experience:

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

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LH002 Security Assistant
(1 position)

Duty Station: Hargeisa

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

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

Main Tasks and Responsibilities:

- To assist the MSO in the preparation and implementation of the Mission Security Plan;
- To gather, report and advise on security related information as guided by MSO, including any necessary translation of documents;
- 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 MSOs, the Armed Protection Team (APT) and Visiting Close Protection Officers (CPOs);
- To Liaise and coordinate with Special Protection Unit (SPU) to support Mission activities;
- To assist in security response actions, as tasked 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, involving light and armoured vehicles;
- 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 and road accidents;
- 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 certificate;
- Professional qualification in security-related field OR equivalent military/police training;
AND
- After having fulfilled the education requirements, a minimum of 3 years of professional experience in the same field of work;
- Valid EU category "C" driving license or equivalent.

**Essential Knowledge, Skills and Abilities:**

- Ability to drive vehicles with manual transmission;
- Demonstrated basic knowledge of security systems;
- Excellent level of spoken English and Somali, with the ability to express ideas and concepts clearly;
- Strong sense of confidentiality and discretion;
- 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;
- Proven experience of driving armoured B6 vehicles, otherwise a requirement to undertake a training course;
- Ability to work under stress and willingness to work long or irregular hours and still deal helpfully and courteously with all contacts;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Good interpersonal and communication skills.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LH010 Coast Guard Assistant
(1 position)

Duty Station: Hargeisa

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

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

Main Tasks and Responsibilities:

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

Essentials Qualifications and Experience:

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

Essential Knowledge, Skills and Abilities:

- Proficiency in Microsoft Word, PowerPoint, Excel, Outlook and Internet;
- Excellent communication and analytical skills in both written and spoken English and Somali language;
- Ability to work remotely when needed, being self-organised and to deliver high quality results;
- Ability to prioritize and perform, with limited supervision, multiple tasks in an energetic environment with multiple priorities;



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

Desirable Qualifications and Experience:

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

Special Note:

- Mandatory requirement to pass security clearances and medical check.



EUCAP
Vacancy for National Staff
LH013 Logistics Assistant
(1 position)

Duty Station: Hargeisa

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Logistics Assistant will be under the direct supervision of International Logistics Assistant based in Hargeisa and will report directly to him/her.

Main Tasks and Responsibilities:

- To provide a wide range of administrative and executive support to the General Support Section with the ability to perform these tasks independently or with little supervision, in line with Standard Operating Procedures;
- To work in the warehouses, to provide correct storage and preservation of Mission items, and assist in the update and control of the inventories;
- To ensure all Mission items are properly identifiable and/or tagged;
- To ensure identification of items not fit for purpose, to liaise with other Technical Units for that purpose, for items out of Technical capability;
- To participate in the export and import projects, and other in-mission cargo transports, namely as interlocutor with Local Authorities, to produce draft documents, to control the good development of the processes;
- To assist in organising and executing land transportation of cargo;
- To assist in the preparation of cargo for expedition, and to receive cargo by executing quantity and quality control;
- To assist the execution of Mission assets maintenance – first and second level – and providing support in third level, as required;
- To support the Project Managers during Market Surveys;
- To support the Project Managers in the Quality Control of the contracts in place;
- To support the Project Managers with Invoices Verification, and production of documents necessary for the good execution of the contracts;
- To keep track, register and archive all documentation generated at all stages of contract implementation;
- To maintain good order in the General Support Section physical archives, undertake documents archiving in M-Files data management system and ensure record-keeping;
- To assist in the Vehicles Fleet Management and Maintenance, including any hands-on task as required by GSS Travel Subsection in coordination with Line Manager;
- To submit reports;
- The main duty location will be in Hargeisa and the secondary in Bossaso, in the offices of the Mission on the two cities;
- To be available to participate in field trips across the Mission area (Somalia, Somaliland, Kenya) as required;
- Advise Project Managers on basic Logistic Rules and Procedures, in order to ensure compliance with Standard Operating Procedures;
- 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 certificate;
AND
- After having fulfilled the education requirements, a minimum of 3 years of professional experience in a relevant field of work.

Essential Knowledge, Skills and Abilities:

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

Desirable Qualifications and Experience:

- A professional qualification in Logistics, Business Administration, Procurement/Purchasing & Supply chain, Engineering, Maintenance or equivalent;
- Previous work experience with an international and/or government organisation;
- Good knowledge of the local market and of suppliers' databases;
- Understanding of EU procurement procedures and regulations;
- Experience in Enterprise Resource Planning programs, namely in Inventory Management;
- Ability to provide basic CIS (Communications and Information Systems) support to colleagues in the Duty Station – hardware and software wise;
- A valid category "C" driving license or equivalent.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LH014 Finance and Administration Assistant
(1 position)

Duty Station: Hargeisa

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Finance and Administration Assistant will be under the direct supervision of the international Financial and Administration Officer and will report directly to him/her.

Main Tasks and Responsibilities:

- To assist the International Financial and Administration Officer in the daily work;
- To keep record of all in and out documents, correspondence and ensuring follow up;
- To take minutes at meetings and conferences, as well as to prepare draft reports, documents, speaking points, etc.;
- To liaise and cooperate on financial issues with the relevant departments;
- To monitor that each expense is in line with criteria of eligibility as well as the relevant regulations and directives (Financial Regulations, Guide to Missions, European Commission's Communications related to employment of personnel, local labour law etc.);
- To liaise and cooperate on financial and accounting issues with all other relevant Units and Departments, as instructed;
- 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 certificate;
AND
- After having fulfilled the education requirements, a minimum of 3 years of professional experience in the same field of work.

Essential Knowledge, Skills and Abilities:

- Able to work remotely with minimal supervision when needed, self-organize and deliver high quality results;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Time management and problem-solving skills;
- Must be able to express ideas and concepts clearly and concisely and to communicate effectively orally;
- Strong sense of confidentiality and discretion in dealing with staff-related matters and/or financial issues;
- Punctuality, reliability;
- A valid EU category "B" driving license or equivalent.

Desirable Qualifications and Experience:

- A professional qualification in Finance or equivalent academic or professional training;
- Previous work experience with an international organisation;



- Excellent administration and organisational skills;
- Works methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to work under stress and willingness to work long irregular hours;
- Good experience of using data for preparing reports;
- A valid category “C” driving license or equivalent.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LG005 Legal Officer/Translator
(1 position)

Duty Station: Garowe

Availability: As soon as possible

Post Category: Officer

Group Classification: 2

Reporting Line:

The Legal Officer/Translator will be under the direct supervision of appointed international Legal Reform Adviser and will report to him/her.

Main Tasks and Responsibilities:

- To provide legal expertise and advice on legal issues related to the host country legal framework, including advice on host country regulatory and other instruments, mechanisms and arrangements;
- To prepare, under the guidance of the Advisers, draft documents on legal issues pertaining to the implementation of EUCAP's Mandate;
- To conduct research on legal issues related to public international law and relevant host country law;
- To assist the Advisers in all areas of their respective work, including liaising with local interlocutors, assisting in the preparation and delivery of legal training courses, the organization of workshops and other events;
- To translate documents from Somali into English and vice versa;
- To provide interpretation services in meetings with Somali interlocutors;
- To prepare talking points for the Advisers ahead of meetings with Somali interlocutors;
- To prepare and participate in meetings, conferences and other events, preparing meeting reports;
- To maintain the highest level of confidentiality when dealing with assigned tasks and responsibilities, as well as with all EUCAP documents and information;
- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

Essentials Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma. The qualification should be in Law or equivalent/related field, such as human rights or political science;
AND
- After having fulfilled the education requirements, a minimum of 3 years of relevant professional experience, in the practice of law in an international organization, a government, a private company or a law firm, with substantial experience in international, administrative, public and regulatory law matters;
- Substantial experience in translation and interpretation, including interpreting and translating for international experts;
- Knowledge of functions and practices of the host country and other Rule of Law systems;
- Knowledge of local legal terminology.

Essential Knowledge, Skills and Abilities:

- 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;
- Excellent communication and analytical skills in both written and spoken English and Somali language;
- Teamwork oriented;
- Strong sense of confidentiality and discretion.

Desirable Qualifications and Experience:

- A Master Degree in Law;
- Diploma or certificate in English Language skills, in both translation and interpretation, for example IELTS certificate or equivalent academic or professional training, evidenced by a certificate;
- Previous professional experience working in an international organization;
- Knowledge of maritime issues in the host country and at international level;
- Knowledge of relevant jurisprudence in the host country;
- Knowledge of European Security Defence Policy (ESDP) Missions and EUCAP activities in Somalia;
- Additional language skills are desirable;
- Good presentation skills;
- Ability to work without supervision, complete assigned tasks within strict deadlines and consistently maintain quality and accuracy in performance of duties;
- Able to maintain a clean, safe and hazard free working environment. Meticulous time keeping, and ability and willingness to work additional hours if required.

Special Note:

- Mandatory requirement to pass security clearances and medical check.



EUCAP
Vacancy for National Staff
LG007 Logistics Assistant
(1 position)

Duty Station: Garowe / Bosaso
Availability: As soon as possible
Post Category: Assistant
Group Classification: 3

Reporting Line:

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

Main Tasks and Responsibilities:

- To provide a wide range of administrative and executive support to the General Support Section with the ability to perform these tasks independently or with little supervision, in line with Standard Operating Procedures;
- To work in the warehouses, to provide correct storage and preservation of Mission items, and assist in the update and control of the inventories;
- To ensure all Mission items are properly identifiable and/or tagged;
- To ensure identification of items not fit for purpose, to liaise with other Technical Units for that purpose, for items out of Technical capability;
- To participate in the export and import projects, and other in-mission cargo transports, namely as interlocutor with Local Authorities, to produce draft documents, to control the good development of the processes;
- To assist in organising and executing land transportation of cargo;
- To assist in the preparation of cargo for expedition, and to receive cargo by executing quantity and quality control;
- To assist the execution of Mission assets maintenance – first and second level – and providing support in third level, as required;
- To support the Project Managers during Market Surveys;
- To support the Project Managers in the Quality Control of the contracts in place;
- To support the Project Managers with Invoices Verification, and production of documents necessary for the good execution of the contracts;
- To keep track, register and archive all documentation generated at all stages of contract implementation;
- To maintain good order in the General Support Section physical archives, undertake documents archiving in M-Files data management system and ensure record-keeping;
- To assist in the Vehicles Fleet Management and Maintenance, including any hands-on task as required by GSS Travel Subsection in coordination with Line Manager;
- To submit reports;
- The duty locations will be both in Hargeisa and Bosaso, in the offices of the Mission on the two cities;
- To be available to participate in field trips across the Mission area (Somalia, Somaliland, Kenya) as required;
- Advise Project Managers on basic Logistic Rules and Procedures, in order to ensure compliance with Standard Operating Procedures;
- 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 certificate;
AND
- After having fulfilled the education requirements, a minimum of 3 years of professional experience in a relevant field of work.

Essential Knowledge, Skills and Abilities:

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

Desirable Qualifications and Experience:

- A professional qualification in Logistics, Business Administration, Procurement/Purchasing & Supply chain, Engineering, Maintenance or equivalent;
- Previous work experience with an international and/or government organisation;
- Good knowledge of the local market and of suppliers' databases;
- Understanding of EU procurement procedures and regulations;
- Experience in Enterprise Resource Planning programs, namely in Inventory Management;
- Previous experience in tasks and responsibilities as described above;
- Ability to provide basic CIS (Communications and Information Systems) support to colleagues in the Duty Station – hardware and software wise;
- A valid category "C" driving license or equivalent.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.