



Requirements and Job Descriptions

European Union Capacity Building Mission in Somalia (EUCAP SOMALIA) 1-2022 Call for Applications – National Staff				
Organisation:	EUCAP			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Availability
	LG 001	Admin/Press and Public Information Assistant	Garowe	ASAP
	LG 008	Security Assistant	Garowe	ASAP
	LG 009	Logistics Assistant	Garowe / Bosaso	ASAP
	LH 012	Logistics Assistant	Berbera	ASAP
	LM 002	Administrative Assistant	Mogadishu	ASAP
	LM 008	Legal Officer / Translator	Mogadishu	ASAP
	LM 024	Logistics Assistant	Mogadishu	ASAP
	LM 026	Security Assistant	Mogadishu	ASAP
	LM 028	Transport Assistant	Mogadishu	ASAP
	LM 029	Travel Management Assistant	Mogadishu	ASAP
Deadline for Applications:	12 March 2022 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; Applications will be considered only when using the Application Form (AF), indicating which position(s) the candidate is applying for; 			



	<ul style="list-style-type: none">• Please, fill in <u>only one</u> application form containing maximum 2 positions you apply for;• More than one application form will not be accepted from the same applicant, in case more than one is sent, the earliest will be taken into consideration;• Applications should be filled in English;• Only duly filled in English application forms will be accepted;• Should you need additional employment records, you can modify the application form accordingly;• All other forms of applications and/or after deadline submissions will be disregarded;• None of the documents submitted will be returned;• Due to the high number of applications received in each selection procedure, only shortlisted candidates invited for the interview phase will be contacted.
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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 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

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

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



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

LG001 Admin/Press and Public Information Assistant

Duty Station: Garowe

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 support interpretation / translation in meetings with Somali interlocutors;
- 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;
- Experience in translation and interpretation, including interpreting and translating for international experts.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP Somalia
Vacancy for National Staff
LG008 Security Assistant

Duty Station: Garowe

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 advise the Security Section on specific security related matters in/around Puntland that affect the Mission;
- To assist the MSO in the preparation and implementation of the Mission Security Plan as required;
- To gather information and produce a daily report on security related information as guided by MSO;
- 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 reporting and ensuring accuracy of logbooks for assigned vehicles;
- Able to travel to other mission Areas of Operation as required;
- To perform any other tasks assigned by the line manager.

Essential Qualifications and Experience:

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

Essential Knowledge, Skills and Abilities:

- Demonstrable basic knowledge of security systems;
- Ability to drive vehicles with manual transmission;



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

Desirable Qualifications and Experience:

- Previous work experience with an international organisation;
- Proven experience of driving armoured B6 vehicles, otherwise a requirement to undertake a training course;
- Work on a multitude of activities at the same time and with limited supervision.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LG009 Logistics Assistant

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 Garowe 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;



- To facilitate the interaction with the local counterparts if needed.;
- 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;
- 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 EU category "C" driving license or equivalent.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LH012 Logistics Assistant

Duty Station: Hargeisa / Berbera

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 Berbera, 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;
- To facilitate the interaction with the local counterparts if needed;
- 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;
- 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 EU category “C” driving license or equivalent.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LM002 Administrative Assistant

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Administrative Assistant will be under the direct supervision of the Head of Mission Support Department and will report directly to him/her.

Main Tasks and Responsibilities:

- To assist the Head of Mission Support Department and the Heads of Divisions in scheduling related activities;
- To verify reports, data and information in the reporting structure;
- To administer and distribute relevant reports and required information;
- To write minutes of meetings and follow up on tasks within the Mission Support Department;
- To co-ordinate internal communication within the Department and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents as requested;
- To maintain office services by assisting the Head of Mission Support Department and Heads of Divisions in organising office operations and procedures, managing correspondence, designing filing systems, assigning and monitoring clerical functions;
- To be responsible for the effective and appropriate management of the records and archives;
- To establish and maintain filing systems to meet administrative, legal and financial requirements;
- Maintaining leave roster and MSD staff presence overview;
- Finalising monthly attendance sheets;
- Assist in communication in the local language, including written and oral translations;
- To assist in related administrative processes;
- To undertake any other related tasks as requested 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:

- Knowledge and application of records management practices, including an understanding of electronic records management systems;
- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- Knowledge and ability to work in a high-demanding and fast pace professional environment under tight deadlines;
- Good administrative and report writing skills;
- 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;
- 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 organisational skills and knowledge to effectively perform the assigned tasks in a dynamic environment.

Desirable Qualifications and Experience:

- Experience in planning and organising administrative tasks;
- Proven organisational and planning skills;
- Good client orientation skills;
- Commitment to continuous learning in focusing on technical, IT tools and electronic document management systems to maximise the efficiency of his/her tasks;
- Previous work experience with an international or government organisation.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LM008 Legal Officer/Translator

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

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 facilitate the interaction with the local counterparts if needed;
- 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 EU category "C" driving license or equivalent.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP Somalia
Vacancy for National Staff
LM026 Security Assistant

Duty Station: Mogadishu

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 advise the Security Division on Somalia specific security related matters that affect the Mission;
- To assist the MSO in the preparation and implementation of the Mission Security Plan as required;
- To gather information and produce a daily report on security related information as guided by MSO,
- To translate documents as required;
- To liaise with national authorities, service providers and relevant organisations as required;
- To effectively liaise and interact with other departments within EUCAP including other duty stations as required;
- To provide security coverage for Mission Members and official guests or visitors to EUCAP, in close cooperation with 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 road accidents reporting and ensuring accuracy of logbooks for assigned vehicle;
- Able to travel to other mission Areas of Operation as required;
- To perform any other tasks assigned by the line manager.

Essential Qualifications and Experience:

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

Essential Knowledge, Skills and Abilities:

- Demonstrable basic knowledge of security systems;
- Ability to drive vehicles with manual transmission;



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

Desirable Qualifications and Experience:

- Previous work experience with an international organisation;
- Proven experience of driving armoured B6 vehicles, otherwise a requirement to undertake a training course;
- Work on a multitude of activities at the same time and with limited supervision.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LM028 Transport Assistant

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

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

Main Tasks and Responsibilities:

- To provide service and technical reporting;
- To ensure the transport system within the area of responsibility, including liaising with car rental agencies, monitoring the fleet (fuel accountability, damages to the vehicles, road accidents and insurance cover) through the electronically Fleet management System;
- To identify and monitor the requirement for spare parts, workshop equipment and tools in order to facilitate efficient maintenance as well as performing quality assurance;
- To propose withdrawal of vehicles from service, if they are not considered to be roadworthy;
- To conduct accident damage assessments, processes vehicle accident reports, participates in Board of Inquiry and raises Damage Discrepancy Reports as required;
- To prepare reports and makes recommendations as necessary on various transport matters within her/his area of competence;
- To develop and conducts Mission driving orientation briefings to ensure that all Mission members are adequately familiarised with road and traffic conditions as well as traffic rules and regulations pertaining to the Mission area;
- To implement and co-ordinates an intra-theatre air and land movement plan for the Mission;
- To maintain a data base for cost-control/analysis, scheduling of services/repairs and ensures tracking of reimbursements of repairs after accidents;
- To liaise with forwarder agencies as required with respect to provision of movement resources;
- To provide support on transport related matters to Mission members during the trips to the fields;
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members;
- To provide advice, support and train Mission staff on transport related matters and guidelines;
- To assist the Transport Officer in sourcing air transport and logistic shipping movement resources as required;
- To undertake any other related task as requested by the Line Manager.
- 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 the execution of Mission assets maintenance – first and second level – and providing support in third level, as required;
- To support the Transport Officer during Market Surveys;
- To support the Transport Officer in the Quality Control of the contracts in place;
- To support the Transport Officer 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 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 in his/her field of responsibility;
- To be available to participate in field trips across the Mission area (Somalia, Somaliland, Kenya) as required;
- To facilitate the interaction with the local counterparts if needed;
- To conduct any other task given by his/her Line Manager in the field of General Support Services.

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:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of using electronic Fleet Management, inclusive tracking software;
- 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;
- 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;
- A valid EU category "C" driving license or equivalent.



Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP
Vacancy for National Staff
LM029 Travel Management Assistant

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

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

Main Tasks and Responsibilities:

- To support efficient in-country, regional and international air travel for personnel and make appropriate arrangements for cargo to support the Mission operations;
- To follow established Mission SOP, policies and procedures;
- To support all air and duty travel related matters within the Mission;
- To support EU and UN flight related matters for staff and cargo;
- To support travel related issues with other Departments, Sections and Field Offices;
- To support the administration of all official Mission travel, official shipments and incoming and outgoing shipments of personal effects;
- To review travel claims and supporting documentation for completeness, accuracy, validity, conformity to prior to approval and certification;
- To prepare amendments to existing obligations as and when required, ensuring validity of budget commitments;
- To review and ensure that no claim is duplicated and that arrangements are made to collect charges for any deviation from the authorized itinerary and shipment allowance in excess of entitlements;
- To compile data and information and prepare travel related reports;
- To ensure that airline tickets are purchased under the valid contracts at the most competitive market prices following the financial and administrative procedures;
- To advise substantive departments/sections/offices, and other relevant staff of arrival information;
- To provide guidance on service quality matters;
- To advise on calculation of airfare, excess baggage entitlements, terminal expenses, daily subsistence allowance for staff traveling on missions, etc.;
- To ensure the most direct and economical routes and plan routings and itineraries accordingly;
- To establish reimbursable amount for each travel and processing of claims and invoices for payment when required;
- To produce reports, analyse and prepare evaluation of current claims procedures and policies;
- To verify that services provided by the airline authorities and shipping agents are rendered satisfactory and in accordance with the contract before processing invoices for payment;
- To facilitate the interaction with the local counterparts if needed;
- To undertake any other related task 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:

- Experience dealing with travel related matters at national or international level;
- Experience working with IATA rules and regulations as well as Global Distribution System such as Amadeus or SABRE.
- 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;
- 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:

- Experience working with Enterprise Resource Planning programs and electronic document management systems;
- Experience with UN, EU or charter flights;
- International mission experience with multi-national and international organisations, in a similar position.

Special Note:

- Mandatory requirement to pass security clearances and medical checks.