



Requirements and Job Descriptions

European Union Capacity Building Mission in Somalia (EU CAP SOMALIA) 2-2022 Call for Applications – National Staff (Somalia)				
Organisation:	EU CAP			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Availability
	LM001	Press and Public Information Officer / Photographer	Mogadishu	01/08/2022
	LM008	Legal Officer / Translator	Mogadishu	ASAP
	LM028	Transport Assistant	Mogadishu	ASAP
	LM032	Asset Management Assistant	Mogadishu	ASAP
	LH001	Admin/Press and Public Information Assistant	Hargeisa	ASAP
Deadline for Applications:	02 August 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; 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; 			



	<ul style="list-style-type: none">• 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.

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

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



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 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

LM001 Press and Public Information Officer / Photographer

Duty Station: Mogadishu

Availability: 01/08/2022

Post Category: Officer

Group Classification: 2

Reporting Line:

The Press and Public Information Officer (PPIO) / Photographer will be under the direct supervision of the Senior Press and Public Information Officer and will report to him/her

Main Tasks and Responsibility:

- To assist in the implementation of the Communication and Information Strategy and other communication strategies, guidelines and plans of the Mission;
- To draft in English and in Somali stories, news, updates and press releases on Mission activities and mandate implementation, and to adapt the content to different channels used by the Mission;
- To take photos and video clips for the Mission purposes and, if requested, for the EEAS and CPCC publications and to enhance the pictures for publication;
- To monitor Somali (including Somaliland) and international media, including social media, for content which is relevant for the Mission and to draft and disseminate Mission's press reviews;
- To support the PPIO in updating the Mission's website and social media channels;
- To translate PPIO products from English to Somali and media contents from Somali to English;
- To assist in drafting printed materials for the Mission;
- To contribute to the graphic design products of the Mission (Flyers, brochures, factsheets, presentations etc.);
- To contribute to the arrangements of events and visits of journalists and assist in media contacts, especially with Somali media;
- To keep the PPIO mailing lists updated;
- To carry out market research for PPIO related procurement processes;
- To keep track of the stocks of the promotional items;
- To undertake any other related tasks as requested by the Line Manager(s).

Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in communication, journalism, political sciences, international affairs, law or any other relevant field;
AND
- After having fulfilled the education requirements, a minimum of 3 years of relevant professional experience.

Essential Knowledge, Skills and Abilities:

- Exemplary writing and editing skills, with proficiency in Microsoft Word, PowerPoint, Excel, Outlook and Internet;
- Good drafting skills in English and in Somali;
- 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;
- Excellent communication and analytical skills in both written and spoken English and Somali language;
- Sufficient knowledge of the EU and understanding of its role in Somalia;
- Ability to take photos and shoot videos which can be used in public communication of the Mission;
- Ability to design communication products with Adobe Suite, Canvas and similar;
- Good knowledge of social media monitoring tools and publication planning programs;
- Ability to translate swiftly articles and documents from English to Somali and media contents from Somali to English;
- 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;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Strong sense of confidentiality and discretion in dealing with strategic sensitivities, staff-related matters and financial issues.

Desirable Qualifications and Experience:

- Previous work experience with an international organisation;
- Knowledge of Adobe Suite or other programs for photo editing, communication material production and video making;
- Willingness to work long irregular hours when needed and still deal helpfully and courteously with all contacts;
- Teamwork oriented;
- 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.

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 legal 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;

Essential Knowledge, Skills and Abilities:

- Knowledge of functions and practices of the host country and other Rule of Law systems;
- Knowledge of local legal terminology;
- 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
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 conduct maintenance and repair of EUCAP vehicles in accordance with the vehicle manufactures standards for automotive electrical, air conditioning system, suspension system, braking system (including ABS system), body work and painting;
- 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 and raises Damage Discrepancy Reports as required;
- To support and assist in the preparation of reports and makes recommendations as necessary on various transport matters within her/his area of competence;
- To support and assist implementing and co-ordinating an intra-theatre air and land movement plan for the Mission;
- To support and assist in maintaining 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 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, if required;
- 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 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 car maintenance and repairs;
- 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 "C1" 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;

Special Note:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP

Vacancy for National Staff
LM032 Asset Management Assistant

Duty Station: Mogadishu

Availability: As soon as possible

Post Category: Assistant

Group Classification: 3

Reporting Line:

The Asset Management Assistant will report to the Asset Management Officer.

Main Tasks and Responsibilities:

- Provide administrative support to the Asset Management Office with the ability to perform these tasks independently or with little supervision, in line with Standard Operating Procedures;
- Work closely with the General Support Section staff, ensuring correct reception, storage and preservation of Mission items, and controlling the inventories;
- Assist in ensuring that all mission items are properly identifiable and/or tagged;
- Assists the Asset Management Officer in the initial entry of all the items into the Enterprise Resource Planning (ERP) system, and other Items control databases tools;
- Assists in coordination and management of the Mission asset register, oversees and ensure record of the asset movements, to update and maintain the asset register in ERP system, and other Mission Items control database tools;
- Maintain of the fixed asset register by recording information related to fixed assets and ensuring the accuracy and integrity of such information. Information includes but is not limited to data relating to the stewardship and control of fixed assets, costs related to the acquisition and disposal, transfers and retirement of fixed assets, expenditures related to fixed assets, depreciation charges, impairment charges
- To ensure accuracy and integrity of information in fixed asset register by monitoring the established system of controls, procedures and forms for the recording of fixed assets;
- Assist ensuring accuracy and integrity of information in fixed asset register by monitoring the established system of controls, procedures and forms for the recording of fixed assets;
- Support the Asset Management Officer in the process of write-off and proper disposal of Mission items, liaising with other Technical Units for that purpose, as necessary;
- Keep track, register and archive all documentation generated at all stages of different tasks;
- Submit reports;
- Perform and carry out any other tasks and duties as required or requested by her/his line manager.

Essential Qualification and Experience:

- Successful completion of secondary 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 and ability to learn and apply new concepts;
- Ability to manage time effectively in order to ensure that tasks are completed within the given timelines; ability to adapt to different situations and to efficiently respond under high-pressure circumstances, while still acting with courtesy;
- Must be capable to work both indoors and outdoors under extreme conditions;
- Working schedule is day shift with flexibility to respond to urgent and/or after-hour needs. May be required to work on shift during Weekends and Holidays as required.

Desirable Qualifications and Experience:

- Qualification in Logistics, Transport and Asset Management-related matters are desirable;
- Other qualifications in Business Administration, Procurement/Purchasing & Supply chain, Engineering, Maintenance will be an asset;
- Previous work experience with an international and/or government organisation, preferably in EU bodies, agencies or institutions;
- Good knowledge of the local market and of suppliers' databases;
- Understanding of EU procurement procedures and regulations;
- Experience in ERP programs, namely in Inventory Management;
- Experience in Documents Management Systems and processes, such as M-files and similar applications;
- Previous experience in tasks and responsibilities as described above;
- To be available to participate in field trips across the Mission area (Somalia, Somaliland, Kenya), as required.

Special Notes:

- Mandatory requirement to pass security clearances and medical checks.



EUCAP

Vacancy for National Staff

LH001 Admin/Press and Public Information Assistant

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.