



European Union Capacity Building Mission in Somalia

EUCAP Somalia

3-2026 Call for Contributions

Annex 1 – Requirements and Job Descriptions

All positions listed hereunder are open to applications from candidates seconded¹ by EU Member States.

Post Ref.:	Post Title:	Location:	Availability:	Open to	
				Contracted Applications ²	Third States ³
SOM-9004	Document Manager	Mogadishu	ASAP	-	-
SOM-9006	Financial Verification Officer	Mogadishu	01 Mar 2027	-	-
SOM-9015	Chief of Staff	Mogadishu	01 Mar 2027	-	-
SOM-9018	Head of the Human Resources	Mogadishu	01 Sep 2027	-	-
SOM-9019	Human Resources Officer	Mogadishu	ASAP	-	-
SOM-9023	Travel Management Officer	Mogadishu	16 Jan 2027	-	-
SOM-9025	Planning and Evaluation Officer	Mogadishu	ASAP	-	-
SOM-9028	Reporting Officer	Mogadishu	01 Mar 2027	-	-
SOM-9030	Head of Project Cell	Mogadishu	01 Sep 2027	-	-
SOM-9034*	Senior Press and Public Information Officer – CRC	Mogadishu	ASAP	YES	-
SOM-9035	Press and Public Information Officer	Mogadishu	01 Nov 2026	-	-
SOM-9038	Head of Finance	Mogadishu	ASAP	-	-
SOM-9045 SOM-9046	Procurement Officer	Mogadishu	ASAP	-	-
SOM-9049	Asset Management Officer	Mogadishu	01 Sep 2027	-	-
SOM-9050	Logistics Officer	Mogadishu	ASAP	-	-
SOM-9062	CIS Assistant	Mogadishu	01 Sep 2027	YES	-
SOM-9067	Mission Security Analysis Officer	Mogadishu	01 Sep 2027	YES	-
SOM-9073	Mission Security Officer	Mogadishu	01 Sep 2027	YES	-
SOM-9089 SOM-9096	Armed Protection Operator	Somaliland	01 Mar 2027 01 Sep 2027	YES	-
SOM-9099	Medical Adviser	Mogadishu	01 Sep 2027	YES	-
SOM-9100 SOM-9102	Nurse	Mogadishu	01 Sep 2027	YES	YES
SOM-9115	Senior Operations Coordinator/Legal Reform Adviser	Mogadishu	ASAP	-	-
SOM-9124	Maritime Adviser	Mogadishu	ASAP	-	YES

SOM-9125 SOM-9126	Legal Reform Adviser	Mogadishu	ASAP	-	-
SOM-9147	Maritime Adviser	Somaliland	ASAP	-	YES
SOM-9153	Administrative Officer	Somaliland	01 Sep 2027	-	-
SOM-9159	Maritime Adviser	Puntland	ASAP	-	YES
SOM-9162	Senior Police Adviser	Mogadishu	ASAP	-	-
SOM-9166	Project Manager	Mogadishu	ASAP	-	YES
SOM-9169	CIS Assistant	Puntland	ASAP	YES	-

¹Seconded candidates are candidates who hold the citizenship of an EU Member State and have been endorsed by their National Seconding Authority (NSA) as well as validated in their database. Candidates interested in applying as seconded for vacant posts should contact their respective NSA for information on the application process and national eligibility criteria. Please note that CivOpsHQ and the Mission are unable to provide further information on National Seconding Authorities.

²When 'YES' is indicated, this post is, in addition to seconded, open to candidates holding the citizenship of an EU Member State applying under Contracted Employment Regime.

³When 'YES' indicated, this post is open to seconded candidates holding a citizenship of a Non-EU state considered a Contributing or Invited Third State (CTS) to the respective Mission.

Deadline for Applications | Thursday, 12 November 2026, 17:00 CET

How to submit an application:

- **You hold the citizenship of an EU Member State** and must use Goalkeeper to apply following the indicated links; either:
 - a) You are already registered on Goalkeeper AND you have an associated EU Login:
<https://goalkeeper.eeas.europa.eu/registrar/web>
 - b) You do not have a Goalkeeper account nor an associated EU Login:
<https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do>
- **You do not hold the citizenship of an EU Member State.** Candidates who hold the citizenship of a non-EU Contributing Third State (CTS) may only be considered when they are seconded by their National Seconding Authority (NSA). Personal applications will not be accepted. Candidates should contact their NSA and submit their application form through this channel.

For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):

Mr. Moha CHARKI

CivOpsHQ-HR-EUCAP-Somalia@eeas.europa.eu

+32 (0) 2 584 2571

*Post pending regime transformation.

High/Critical Threat Non-Family Mission

EUCAP Somalia bears a High/Critical Threat Non-Family Mission status due to the present threat rating of the mission area as high/critical. As such, international seconded and contracted mission members shall at no time receive visits or be habitually accompanied by any family member in the mission area for the duration of their present tour of duty or contract.

Please note that the Country Threat Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

Seconded personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other

than those paid according to the Council documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Seconded personnel from Contributing Third States (CTS) – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Contracted personnel – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and is in addition limited to a maximum duration of 24 months. There is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

Specificities for high or critical threat missions

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission (“cooling off period”) at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve-month deployment, will not be eligible.

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.

Tour of duty/contract period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operation Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EUCAP Somalia, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected 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 – 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 – 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.

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

II. REQUIREMENTS

II.A Essential requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

Physical and mental health – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

Education and training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: https://ec.europa.eu/ploteus/content/descriptors-page_

Knowledge – Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Skills and abilities

Language skills – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

Communication and interpersonal skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

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

Digital skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

Driving skills – Candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

II.B Desirable requirements

Knowledge of the Mission area – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

Knowledge and experience of Security Sector Reform – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

Training and experience – Candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Knowledge of local language(s), depending on the job tasks and responsibilities.

Driving licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries on route to the Mission.

Education diploma(s)/certificate(s) and/or professional certificate(s) – Selected international contracted 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 their duties.

Required Personnel Security Clearance (PSC) or Certificate of Good Conduct – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected seconded candidates are required to present a valid official document from their respective country's competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called **Certificate of Good Conduct**) to their relevant National Seconding Authority. Selected contracted candidates present the certificate to the mission.

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the date of deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Heads of Security and Health must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Certificate/booklet of vaccination – 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 Area of Operation of the Mission.

Medical certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination should be certified, stating that no imminent dental issues are foreseen.

For selected contracted candidates, in compliance with "Fit to work clearance procedure", a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be 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 (CivOpCdr Instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Personal protection equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

Deficiencies in any of the documents requested for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

Application form – Only applications in English or French language will be considered, and when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated AF.

Selection process – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or via video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

Artificial Intelligence (AI) – Interviews and written tests/assignments must reflect candidate's own capability and work. Use by the candidate of AI tools, including but not limited to chatbots (such as, for example, Chat Generative Pre-trained Transformer known as ChatGPT), or any other language generating or automated system capable of producing and refining written or oral submissions, is forbidden during interviews and written tests/assignments.

This prohibition includes, but is not limited to:

- Using assistance in formulating answers during interviews (such as real-time AI interview assistants)
- Generating or refining responses for any written tests/assignments.

Use of such tools may result in termination of the interview and/or written test/assignment, and subsequent non-selection or rejection without further consideration. The decision on the consequence of using AI is at the discretion of the EEAS / CivOpsHQ and civilian CSDP Missions. They also reserve the right to take appropriate further steps in such cases. CivOpsHQ and civilian CSDP Missions reserve the right to perform checks during interviews and written tests/assignments to identify the use of such tools.

Identity Verification – Candidates are requested to bring a valid identification document (e.g. a national identity card, passport, or driving license) to the interview. The identity may be verified at the beginning of the interview. The document or data contained therein will not be stored.

Information on the outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Training – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://securitylearning.eeas.europa.eu/>.

HEAT Training– For high/critical threat missions/areas of operations, selected candidates must have undergone a Hostile Environment Awareness Training (HEAT), or a national equivalent, no more than five years earlier. What is considered a recognised HEAT course, or its national equivalent, will be assessed in terms of content, duration and methodology, towards the curriculum agreed by the European Security and Defence College (<https://esdc.europa.eu/en/listapi/2026-096%20ESDC%20Course%20Curriculum%2048.a%20HEAT.pdf>). In any case, regarding secondments, the necessary training is the responsibility of the seconding authorities.

In case of short-term deployments (e.g. Visiting Experts, Specialised Teams, Civilian Response Teams) for high/critical threat missions/areas of operations, the mandatory HEAT requirement may –following a thorough case-by-case assessment by CivOpsHQ– be substituted with alternative preparatory and risk-mitigation measures or trainings. These measures may be implemented either by the seconding agency before deployment or upon arrival through the Mission’s own protocols. Nonetheless, the overall objective remains that these selected candidates should, as feasible, receive full HEAT certification or its national equivalent in accordance with the standards outlined above.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

Data protection – The EEAS/CivOpsHQ processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regards to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended).

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).

Position Name: Document Manager	Employment Regime: Seconded	
Ref. Number: SOM-9004	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Head of Mission/Deputy Head of Mission/Head of Mission Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Document Manager reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To develop, implement and manage a comprehensive records management programme/Mission filing plan for (a) unclassified/classified documents and (b) paper and electronic files, in accordance with European Union External Action Service (EEAS) Information Security and Data Protection regulations, EEAS Archives and Document Management standards;
- To be responsible for the collection, filing and preservation of manual and electronic records (classified and registered access material) to ensure timely access of documents, quality control measures are in place and metadata is introduced;
- To draft and review the Mission Document Management Standard Operating Procedures in accordance with EEAS, Civilian Operations Headquarters (CivOpsHQ) Information Security and Data Protection regulations and Document Management standards;
- To recommend and implement new technology applications for archiving and document management;
- To provide advisory services on recordkeeping practices including needs and business process analysis;
- To provide basic-level training to the Mission staff on the use of the Electronic Mission Document Management system;
- To apply retention policies, ensure registration, physical aspects of records storage and transfers meet established standards;
- To promote the importance of documents and archiving management as key mission resources and provide information management expertise to Mission projects and programmes;
- To ensure, in collaboration with Reporting, INFO security and CIS that all Mission Members have easy access to Mission key documents according to their level of authorization, such as OPLAN, EEAS documents, CivOpsCdr guidelines and instructions, Mission SOPs, HoM's instructions and decisions, etc.;
- To ensure that the Mission has a right tool for knowledge management and key documents for the work of the mission, across departments and accessible (institutional memory) for mission members; To participate in budget drafting and facilitate procurement activities;
- To supervise the closure of files and the preparation of the transfer of Mission's archives to EEAS and the European Commission/Foreign Policy Instrument (FPI) by the end of the mandate or when required (including destruction of non-official documents);
- To ensure the correct transfer of the Mission archive to EEAS/FPI;
- To create an archive of all mission documents in a transparent, easily accessible and comprehensive way.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to develop policies and procedures to comply with legislation and good practice;
- Knowledge of electronic records management practices and documents management platforms, such as M-files;
- Analytical skills and knowledge of information collection.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Professional knowledge of complex electronic data processing systems;
- Knowledge of EEAS Security Regulations, Data Protection Legislation, and Council Archives and records management standards.

Position Name: Financial Verification Officer	Employment Regime: Seconded	
Ref. Number: SOM-9006	Location: Mogadishu	Availability: 01 MAR 2027
Component/Department/Unit: Head of Mission/Deputy Head of Mission Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Financial Verification Officer reports to the Head of Mission and is administratively managed by Deputy Head of Mission.

2. Main Tasks and Responsibilities:

- To execute ex-ante checks put in place by the Authorising Officer, in coordination with Finance, Procurement and Human Resources Units and other Mission Units;
- To ensure each expense is in line with criteria of eligibility and requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To inform project managers/task officers on the authorising and validation process;
- To contribute to the training of Mission members as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical, research and problem-solving skills;
- Proficiency in at least one accounting software and Microsoft applications especially Excel;
- Attention to detail and ensure reliability and accuracy in the delivery of tasks.

6. Desirable Qualifications and Experience:

- Degree or certificate in economics/business or public administration/management/accounting or other related field;
- Knowledge of EU Financial Regulations and Knowledge of Practical Guide to Contract Procedures for EU External Actions (PRAG);
- Experience in auditing;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge and/or experience in strategic management and/or public administration.

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: SOM-9015	Location: Mogadishu	Availability: 01 MAR 2027
Component/Department/Unit: Chief of Staff Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Chief of Staff reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To supervise the Office of the Chief of Staff and the following units: Planning, Reporting and Evaluation, Mission Support, Human Resources and the Press and Public Information section;
- To administratively coordinate the special advisers to the Head of Mission (Legal, Political, Human Rights, Gender and Environment and the Mission Analytical Capability Analyst), in absence of the Deputy Head of Mission;
- To manage the Mission headquarters functions and ensuring all aspects are globally considered for Head of Mission's / Deputy Head of Mission's decision-making and for the analysis of the internal reporting of Mission activities;
- To ensure all Mission activities are consistently planned, supported and executed in a qualitative manner;
- To organise the regular senior management team meetings, all staff meetings, periodic Mission implementation meetings;
- To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political and security situation in the Mission area;
- To ensure liaison and coordination are maintained with the EU Delegation, EU member states and the EU Special Representative office;
- To ensure liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders;
- To ensure Mission Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, EUTM Somalia, EU NAVFOR Atalanta, the representatives of EU Member States and Contributing Third States, according to Head of Mission's / Deputy Head of Mission's directions;
- To contribute to the training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To lead and manage Brussels Support Elements (BSE) in the areas of MHQ/Operations and Mission Support deployed in the EEAS/CivOpsHQ;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To act as the primary focal point on task assignment and coordination between CivOpsHQ and the Mission, thus advising and prioritising resources and planning to ensure informed processes and advisory to Head of Mission / Deputy Head of Mission.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Exercise collaborative, sound and effective leadership;
- Ability to guide, manage, mentor and motivate a professionally diversified and multicultural team;
- Establish, plan, and review priorities;
- Communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments.

6. Desirable Qualifications and Experience:

- Master's degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Professional qualification and/or certificate in management/leadership;
- Experience in performance and change management;
- Experience in strategic analysis, planning and reporting;
- Experience in liaison with governmental and law enforcement institutions (such as ministries, agencies, coast guard, police, prosecution, judiciary, customs etc.);
- Experience in strategic management and/or public administration;
- International experience, particularly in crisis areas with multinational and international organisations.

Position Name: Head of Human Resources	Employment Regime: Seconded	
Ref. Number: SOM-9018	Location: Mogadishu	Availability: 01 SEP 2027
Component/Department/Unit: Chief Staff Office/Human Resources Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Human Resources is the primary adviser on all Human Resources related aspects to the Head of Mission, and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Human Resources Unit;
- To implement all Council/Commission/Civilian Operations Headquarters' (CivOpsHQ) legislation and instructions, set up and implement relevant Mission internal strategies, policies and procedures accordingly;
- To ensure effective and transparent Human Resources planning and recruitment in accordance with the CivOpsHQ Instruction on Selection Procedures;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To coordinate and communicate with the CivOpsHQ, the EU Commission (FPI) and the Brussels Support Element Human Resources and Liaison Officer on all relevant Human Resources issues;
- To support and advise the Mission management at operational and strategic levels to implement the Mission mandate;
- To ensure an effective and efficient Human Resources administration process, utilise the centralized IT tools Goalkeeper Registrar and Civilian Missions Application (CiMA) (HR database) in accordance with CivOpsHQ procedures;
- To ensure Line Managers receive advice and support on Human Resources matters;
- To ensure effective training activities for Mission Members;
- To act as a key interlocutor with Mission Members and their representatives, National Contingent Leaders/National Points of Contact and senior management, on personnel issues;
- To plan and develop Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ;
- To identify, manage and report the risks arising from processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g.

Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- People management skills and capacity to deal with different levels of stakeholders;
- Ability to adapt new and emerging technologies to address business operational needs.

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in Human Resources management, leadership or management and/or an international certification in Human Resources management;
- Knowledge and/or experience in strategic management and/or public administration;
- International experience, particularly in crisis areas, with multinational and international organisations.

Position Name: Human Resources Officer	Employment Regime: Seconded	
Ref. Number: SOM-9019	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Chief of Staff Department/ Human Resources Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources.

2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Brussels Support Element–Human Resources and Administrative Officer in all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate the extension process for eligible seconded and contracted staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and Civilian Operations Headquarters (CivOpsHQ);
- To coordinate the selection and recruitment process by:
 - managing vacancies and applications;
 - advising and training selection panels;
 - preparing selection reports;
 - participating in selection panels;
 - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
 - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
 - communicating with candidates;
 - conducting the grading of international and national contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CivOpsHQ, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CivOpsHQ Human Resources policy;
- To conduct timely issuance and management of employment contracts for international and national staff;
- To administer insurance portfolio for international and national staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements in coordination with the Field Office Administrative Officers;
- To utilise the centralized IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To support, inform, assist and advise on training and staff development;
- To implement a performance management approach in accordance with CivOpsHQ policy, for monitoring, assessing and developing the performance of Mission members;
- To develop and implement tools for business continuity;
- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ;

- To act as a point of contact for Mission Members in regard to visa issues, being the link to the Immigration Directorate;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- People management skills;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching and negotiating skills.

6. Desirable Qualifications and Experience:

- Training and experience in MS Excel, Access and Visio and building databases with similar software;
- University or/and Master's Degree in human resources management or/and an international certification in human resources management;
- Experience in payroll-related tasks;
- Experience in change management processes;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to prepare HR communications appropriate to the audience;
- Familiarity with Enterprise Resource Planning (ERP) systems;
- Acquaintance with financial administrative procedures.

Position Name: Travel Management Officer	Employment Regime: Seconded	
Ref. number: SOM-9023	Location: Mogadishu	Availability: 16 JAN 2027
Component/Department/Unit: Mission Support Department/General Services Division/General Support Section	Security Clearance Level: NOT REQUIRED	Open to the Contributing Third States: NO

1. Reporting Line:

The Travel Management Officer reports to the Head of Human Resources Section.

2. Main Tasks and Responsibilities:

Within delegated authority and under the supervision of the Line Manager or his designated official, the Travel Officer will be responsible for the following duties:

- To manage 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 manage and coordinate all air and duty travel related matters within the Mission;
- To manage EU and UN flight related matters for staff and cargo;
- To coordinate travel related issues with other Departments, Sections and Field Offices;
- To manage 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 and coordinate 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 replace other section officers as required;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To analyse and find solutions for air operation support to operations.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the

framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or equivalent rank. The qualification should be in any of the fields of Transport, Logistics, Engineering or Administration; **AND**

- A minimum of 4 years of progressively responsible experience in administration or related field after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Knowledge of the general administrative and financial procedures used in organizations related to financial and administrative procedures in travel management;
- Good command of spoken and written English including travel-related vocabulary;
- Experience in report drafting and writing;
- Experience dealing with travel related matters at national or international level;
- Experience working with IATA rules and regulations as well as Global Distribution Systems such as Amadeus or SABRE.
- Very good computer skills to be able to operate in electronic document.

6. Desirable Qualifications and Experience:

- Experience working with ERP and electronic document management systems;
- Experience with UN, EU or charter flights;
- International mission experience, particularly in crisis areas with multi-national and international organisations, in a similar position.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of reservation and ticketing (e.g. AMADEUS Software);
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Motivated by professional rather than personal concerns;
- Persistence when faced with difficult problems or challenges;
- Remains calm in stressful situations.

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: SOM-9025	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Chief of Staff Department/ Planning, Reporting and Evaluation Division/ Planning and Evaluation Office	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: NO

1. Reporting Line

The Planning and Evaluation Officer reports to the Head of Planning, Reporting and Evaluation Division.

2. Main Tasks and Responsibilities:

- To support the Mission's chain of command in the conduct of the Mission's mandate reviews and develop the main planning documents and assessments;
- To support the development and update of the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise with the Mission Project Cell to support the identification and development of new projects in line with the Mission's Mandate;
- To liaise regularly with the Mission Security, Support, Advisory and Operations structures for information exchange, coordination, and cooperation, aiming for the collection of the Mission's Lessons Learned observations and development of the Missions Lessons Learned process;
- To prepare Mission coordination meetings on the MIP progress and ensure that Mission personnel is also regularly updated;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation processes for assessing the impact of the Mission activities;
- To produce planning, evaluation and report documents, necessary for the Mission's reporting chain;
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts, related to Mission planning and evaluation related matters.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and knowledge of information collection;
- Drafting and research skills;
- Communication and presentation skills.

6. Desirable Qualifications and Experience:

- Experience in International Organisations planning processes;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability in leading and communicating change management initiatives;
- Knowledge of CivOpsHQ structure, operational planning, methodologies, procedures, and formats;
- Knowledge in Risk Management;
- Knowledge in Project Management;
- Knowledge and experience in benchmarking methodologies;
- Knowledge and experience in monitoring and evaluation processes and methodologies;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.
- A previous relevant professional experience in/on Africa.

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: SOM-9028	Location: Mogadishu	Availability: 01 MAR 2027
Component/Department/Unit: Chief of Staff Department/ Planning, Reporting and Evaluation Division/ Reporting Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line

The Reporting Officer reports to the Head of Planning, Reporting and Evaluation Division.

2. Main Tasks and Responsibilities:

- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure smooth exchange/submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational activities;
- To produce timely and accurate periodic and ad-hoc reports, in respect of the Mission's reporting chain, for submission to the Mission's chain of command;
- To contribute to the development and regular update of the Mission Implementation Plan (MIP);
- To prepare and give presentations, produce talking points, speeches and presentations for various purposes and contexts; and draft meetings reports;
- To contribute to the Mission's Knowledge Management process;
- To support the Senior Reporting Officer to collate the inputs originating from the Mission's Units in support of the Mission's Risk Management process;
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts and draft meetings reports.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to multi-task with a time management efficiency;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Understanding on how to develop and implement baseline surveys, monitoring and evaluation exercises;
- Knowledge in Knowledge Management methodologies;
- Knowledge and experience in benchmarking;
- Knowledge in Risk Management process;
- A previous relevant professional experience in/on Africa.

Position Name: Head of Project Cell	Employment Regime: Seconded	
Ref. Number: SOM-9030	Location: Mogadishu	Availability: 01 SEP 2027
Component/Department/Unit: Chief of Staff Department/ Planning, Reporting and Evaluation Division/Project Cell	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Project Cell reports to the Head of Planning, Reporting and Evaluation Division.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Project Cell, including civil engineers' team within the unit, in accordance with the Mission's Operation Plan (OPLAN) and relevant planning documents;
- To coordinate the implementation of large-scale train & equip projects for Somali beneficiaries, including training camp development, operation and maintenance, information and communications infrastructure as well as periodic supply, reception and donation of vehicles, maritime assets, deployment equipment and uniforms;
- Coordinate sustainability measures and facility management support and training for Somali beneficiaries of infrastructure projects delivered by the mission, across the field offices;
- To ensure project proposals are coordinated within the Mission and external stakeholders;
- To support and facilitate the Mission's operational elements and managers in project planning/development and coordinate the implementation of the Mission projects with other stakeholders;
- To assess project proposals and make recommendations on feasibility and sustainability of projects in cooperation with the Finance Section, operational elements and Heads of Sections;
- To establish and maintain contacts with International Organisations and Non-Governmental Organisations to identify potential project partners and funding together with the Mission Coordination and Cooperation Capability, as applicable;
- To create and regularly update a long-term portfolio roadmap, aligned with the operational environment and facilitating donor mobilization;
- To develop the mission project database and maintain the Mission project history and ongoing activities record;
- To conduct post project reporting and evaluations;
- To ensure transparency and compliance with EU rules and regulations;
- To develop and maintain project management procedures;
- To identify, manage and report risks arising from the implementation of processes, systems, and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- Monitors the allocation of resources to the different projects, both financial and human, as well as the delivery to quality standards on time and within budget;
- Applies a change management process and tools to support adoption of the changes required by a project or initiative;
- Provide input, document requirements and support the design and delivery of training programs in the area of project management, management of benefits, change management and related fields in order to improve the competences of staff part of

project teams and to support the line managers to maintain and advance the change initiated through projects, for the benefit of Somali counterparts.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Project management skills.

6. Desirable Qualifications and Experience:

- Experience with large scale train and equip projects for military or civilian law enforcement organizations, including supervision of logistics, training facilities, vehicles, maritime assets and equipment deliveries;
- Experience with constructions and/or communications infrastructure projects, particularly in field-based or developing country contexts;
- Project management qualification, such as APM, PPM, PRINCE2, PM2 or equivalent;
- Experience in Security Sector/Rule of Law reform in a national or host state context;
- Familiarity with the EU Financial Regulations;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Solid understanding of procurement, contract management, and supply chain processes;
- Strong analytical and problem-solving skills for field-based infrastructure and logistics challenges;
- Proficiency in applying sustainability and facility management principles in post-conflict or low-resource settings;
- Competency in using project management tools and software, such as Microsoft Project, Trello or equivalent platforms.

Position Name: Senior Press and Public Information Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level
Ref. Number: SOM-9034*	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Chief of Staff Department/ Press and Public Information Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Press and Public Information Officer reports to the Chief of Staff. This position is also a member of the Core Responsiveness Capacity (CRC), the specific CRC-related tasks are outlined below.

2. Main Tasks and Responsibilities:

- To lead and coordinate the staff and work of the Press and Public Information Office;
- To act as the Mission main spokesperson and communicate the work of the Mission to the public;
- To maintain a close working relationship with the Spokesperson of the High Representative in coordination with the Civilian Operations Headquarters (CivOpsHQ);
- To draft, review and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To supervise and contribute to the development and maintenance of an effective Mission website and social media accounts;
- To advise and contribute to the drafting of press releases, public statements, media summaries, articles and features;
- To manage the Press and Public Information budget, procurement processes and contract/tender/designs for Mission visibility items;
- To coordinate with the press offices of other EU Delegations, the EU Special Representative and other EU actors in the host state;
- To monitor disinformation against the interests of the Mission in close cooperation with input from the Mission Analysis Capability, Security and Duty of Care and Communication and Information Systems (CIS);
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To ensure that political sensitivities (Somaliland, relations between the Somalia Federal Government and Somalia Member States) are taken into account in the communication activities.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Communication Sciences, Political studies, International Relations, Humanities, Social sciences or other related field; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Analytical skills and experience on analysing and developing the performance of public information activities, including social media;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of formulating and implementing a communication strategy/plan;
- Experience and skills in digital communication.

6. Desirable Qualifications and Experience:

- Experience as a spokesperson and institutional communication;
- Experience running media and outreach campaigns;
- Experience in planning and implementing projects;
- International experience, particularly in crisis areas with multinational and international organisations;
- The experience should be in the field of communications/press and public information.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the local press and media environment;
Knowledge of disinformation;
- Networking skills and initiative;
- Presentation skills.

Position Name: Press and Public Information Officer	Employment Regime: Seconded	
Ref. Number: SOM-9035	Location: Mogadishu	Availability: 01 NOV 2026
Component/Department/Unit: Chief of Staff Department/ Press and Public Information Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Press and Public Information Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as Mission spokesperson, in the absence of the Senior Press and Public Information Officer, and communicate the work of the Mission to the public as required;
- To contribute to the drafting and implementation of the Communication and Information Strategy of the Mission;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases, public statements, articles and features;
- To produce public information material for the mission, including design of printed material (brochures, flyers, factsheets etc.) and audio-visual products;
- To organise contract/tender/designs for Mission visibility items on request of the Senior Press and Public Information Officer;
- To be the focal point for press and public information work;
- To coordinate with the press offices of other EU actors in the host state;
- To take photos, arrange and update the photo archives of the Mission;
- To contribute to social media monitoring and publication planning;
- To assist in analysing the Mission's public impact and contribute to make the Mission better known to the public and to key interlocutors in all 3 Field Offices;
- To ensure that the Mission Members in the Field Offices are effectively briefed on the Mission's mandate, media handling issues, the media guidelines and the wider public image of the Mission.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or other related field; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills.

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication;
- Proficiency with social media management and graphic design software production for photos, audio-visual and graphics (Adobe suite);
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Local press and media environment awareness.

Position Name: Head of Finance	Employment Regime: Seconded	
Ref. Number: SOM-9038	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Mission Support Department /Finance Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Finance reports to the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Finance Unit;
- To ensure sound and effective financial management of the Common Security Defence Policy Mission and the development of internal policies and procedures for finance;
- To define procedures for accounts, payments, petty cash, claims and other financial functions in a multicurrency system;
- To approve financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting;
- To limit financial risk by taking action and evaluate the local banking infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the relevant supervising authorities and all other relevant actors;
- To ensure that external audits are carried out and their recommendations implemented;
- To coordinate the preparations for the Missions' periodical budget, and liaise with Civilian Operations Headquarters and Foreign Policy Instrument;
- To identify goods and services required to improve the efficiency of the unit and define the technical requirements for procurement;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects, including physical and electronic security of funds, and active, archived documents and transactions;
- To act as main Accounting Officer of the Mission;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software;
- Excellent analytical, research and problem-solving skills.

6. Desirable Qualifications and Experience:

- University and/or Master's degree in Economics/Finance/Banking/Accounting and/or specialised training/course in finance/accounting or other related or relevant field;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

Position Name: Procurement Officer	Employment Regime: Seconded	
Ref. Number: SOM-9045 SOM-9046	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Chief of Staff Department/ Mission Support Department/ Procurement Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Procurement Officer reports to the Head of Procurement Section.

2. Main Tasks and Responsibilities:

- To conduct contracting and procurement processes for the Mission in line with established, professional and transparent procurement policies, rules and procedures;
- To assist and advise the Head of Procurement on legal issues related to the procurement cycle (from strategic planning to contract);
- To assist other units with contracting and procurement matters and procedures;
- To identify and promote opportunities for environmental sustainability in procurement processes from sourcing to contract management, in line with EU policies;
- To develop professional relationships and work partnerships with the European Commission and the European Union External Action Services involved in procurement processes;
- To develop professional relationships and work partnerships with procurement colleagues in other civilian CSDP Missions to exchange best practices.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and financial acumen;
- Ability to establish, plan and review priorities;
- Experience in using legally established professional and transparent procurement policies, rules and procedures.

6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration/law/procurement/supply chain or other related field;
- Experience in planning and implementing projects and programmes;
- Experience in management of public procurement processes, preferably including EU procedures;

- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System and electronic document management systems;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Negotiation and supply market analysis skills;
- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
- Knowledge of sustainable public procurement.

Position Name: Asset Management Officer	Employment Regime: Seconded	
Ref. number: SOM-9049	Location: Mogadishu	Availability: 01 SEP 2027
Component/Department/Unit: Mission Support Department / General Services Division/Asset Management Office	Security Clearance Level: NOT REQUIRED	Open to the Contributing Third States: NO

1. Reporting Line:

The Asset Management Officer reports to the Head of General Services Division.

2. Main Tasks and Responsibilities:

- To manage the Mission asset register and record the asset movements, to update and maintain the asset register in ERP system;
- To perform periodical physical inventory checks and provide required asset-related reports;
- To manage and maintain a comprehensive database of expendable and non-expendable items;
- To follow established Mission SOP, policies and procedures;
- To provide guidance on policies, processes and procedures related to equipment and inventory and to advise Departments as a subject matter expert accordingly;
- To ensure the proper maintenance 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 (including transfers and retirement) of fixed assets, expenditures related to fixed assets, depreciation charges, impairment charges;
- To investigate if conditions of potential impairment of fixed assets exist and implement and monitor the annual impairment review process;
- To investigate the potential obsolescence of fixed assets and implement and monitor the annual useful life review process;
- To coordinate with property appraisal focal points to ensure that property values are complete and accurate;
- To undertake analysis for fixed assets on a regular basis and oversee the proper maintenance of financial records in accordance with the Mission SOPs;
- 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;
- To implement SOPs and analysing financial records; monitor compliance with accounting and SOPs;
- To support the property management function by making recommendations on improvement of asset utilization and disposal, review and update standard costs to be applied in the system of records for fixed asset acquisitions;
- To act as knowledge expert on ERP Asset Management Module and asset settlement processes;
- To replace other section officers as requested;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To analyse and find solutions for effective and pragmatic asset management.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or

equivalent rank. The qualification should be in any of the fields of Logistics, Administration or other related fields; **AND**

- A minimum of 4 years' relevant professional experience, in the field of, Logistics, Administration or Asset Management, after having fulfilled the education requirements;
- Proven hands-on experience on asset management and inventory related duties in a large organisation or in an international organisation;
- Experience in report drafting and writing.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of current technologies for Asset Management, Warehousing, Supply Chain Management;
- Knowledge of asset management principles and practices in international organisations;
- Knowledge of the general administrative and financial procedures used in organizations related to logistics and supply chain management;
- Very good knowledge of Excel;
- Good command of spoken and written English including job specific vocabulary;
- Good computers skills in order to keep electronic records, use electronic document management system.

6. Desirable Qualifications and Experience:

- International mission experience, particularly in crisis areas with multi-national and international organisations, in a similar position.

7. Desirable Knowledge, Skills and Abilities:

- Experience and knowledge in working with ERP and electronic document management systems;
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Motivated by professional rather than personal concerns;
- Persistence when faced with difficult problems or challenges;
- Remains calm in stressful situations.

Position Name: Logistics Officer	Employment Regime: Seconded	
Ref. Number: SOM-9050	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Chief of Staff Department/ Mission Support Department/ General Support Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Logistics Officer reports to the Head of General Support Section.

2. Main Tasks and Responsibilities:

- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To provide logistical support to all Mission members for assets required to fulfil their tasks, e.g. computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the region, ensuring systems are in place for replacement and repair;
- To coordinate the provision of material and office space;
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To manage the lifecycle of Mission assets, including acquisition, registration, maintenance, transfer, disposal and donation;
- To maintain accurate records within the Mission's ERP and asset management systems and ensure data integrity;
- To produce reports on logistical issues, proposing/recommending changes and improvements to ensure accuracy;
- To provide technical input to procurement processes, including requirements definition, market research and drafting of technical specifications;
- To identify and promote opportunities for environmentally sustainable practices within the unit, such as optimizing resource use, reducing waste and enhancing the sustainability of facility management, field support and asset management;
- To assist in maintaining a comprehensive database of expendable and non-expendable items;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To draft specifications for issuing tenders related to the area of responsibility;
- To prepare disposal and donation documents, and prepare documents for submission to the Asset Management Office and Property Survey Board;
- To oversee warehouse operations, including receiving, inspection, storage, stock control, inventory reconciliation and issuing of Mission assets and supplies;
- To liaise with national customs authorities with regard to the clearance of Mission equipment, including facilitating smooth import of Mission equipment;
- To prepare and process finance and procurement documents for invoice handling, budget management, purchasing and procurement;
- To ensure compliance with applicable Mission policies, financial regulations, asset management procedures and audit requirements.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the fields of Logistics, Supply Chain Management, Transport, Engineering, Administration or other related field) **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Awareness of different product and services markets and industrial business networks.
- Driving licence type C1 or higher category.

6. Desirable Qualifications and Experience:

- Knowledge of current technologies used for Logistics, Supply Chain Management, Asset Management, Inventories such as Enterprise Resource Planning (ERP) System;
- Knowledge of electronic document management systems;
- Knowledge of sustainable logistics, environmental management or supply chain sustainability;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.

Position Name: Communication and Information Systems (CIS) Assistant	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level
Ref. Number: SOM-9062	Location: Mogadishu	Availability: 01 SEP 2027
Component/Department/Unit: Chief of Staff Department/ Mission Support Department/CIS Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Communication and Information Systems Assistant reports to the Head of Communication and Information Systems (CIS).

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Head of CIS;
- To assist in performing problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS sections on the implementation of approved CIS change management requests through standardised release management procedures;
- To assist in designing the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To assist in designing and deploying departmental training activities including user training programs in support of new technologies and procedures;
- To assist in the design and implementation, management, and maintenance of CIS telecommunication systems in all office locations;
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To deploy, install, maintain, and support all data centre as well as end-user equipment, servers, personal computers, software, and services in the Mission;
- To assist in planning, implementing, and maintaining data recovery tools, business continuity measures, and disaster recovery measures, ensuring high availability of Mission-critical data centre services throughout the Mission.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education and a professional training or certification in a CIS related field; **AND**
- A minimum of 3 years of professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills, and Abilities:

- Knowledge of technologies with wired and wireless networks (e.g. LAN, WAN);
- Advanced knowledge in administration and support of personal computers with Microsoft Windows 10, Microsoft Office 2016/2019;

- Problem-solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day-to-day basis;
- Expert technical skills and hands-on experience in troubleshooting IT hardware and software issues.

6. Desirable Qualifications and Experience:

- Previous experience in an international environment, particularly in crisis areas with multi-national and international organizations;
- Knowledge of the functioning of the EU and in particular CSDP;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Is used to work on a multitude of activities under stress, with attention to detail at the same time and with limited supervision;
- Excellent analytical, research, and problem-solving skills;
- Previous experience with radio communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems;
- Previous experience with Document Management Systems.

7. Desirable Knowledge, Skills, and Abilities:

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Knowledge of Python, Java or Javascript;
- Familiarity with tooling such as Git/JIRA/Jenkins;
- Knowledge of SQL database querying languages and tools;
- Knowledge of Amazon Web Services/Server less computing;
- Practical knowledge of Windows Server 2012 - 2019;
- Practical knowledge of Microsoft Office365;
- Knowledge of VMware ESXi/vSphere;
- Knowledge of WAN acceleration and optimisation;
- Practical knowledge of "M-Files" Document Management System software.

Position Name: Mission Security Analysis Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level
Ref. Number: SOM-9067	Location: Mogadishu	Availability: 01 SEP 2027
Component/Department/Unit: Security and Health Department/ Security Analysis Team	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Mission Security Analysis Officer reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To assist the Mission Security Officer to collect/process information and update the contingency plans for implementation in emergencies that require relocation/evacuation of Mission members;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union;
 - To assist the Senior Mission Security Officer in the development, implementation, and updating of the Mission Security Plan, as well as supporting security and safety instructions and procedures;
 - To assess the security situation and to analyse all relevant information;
 - To produce incident and travel security advisories;
 - To prepare daily, weekly, monthly security working papers, and other reports as required;
 - To produce long-term assessments and forecasts of the security situation;
 - To assist the Senior Mission Security Officer in maintaining continuity of security information analysis;
 - To gather comprehensive information regarding events/actions that may affect the safety and security of Mission members and assets within the Mission area, generate reports and make recommendations;
 - To conduct risk analysis' and threat assessments on security developments for persons and assets;
 - To coordinate with the Mission Security Officer – Field Security Instructor (MSO-FSI) in the provision of briefings to new Mission members on the security situation and ensure all members are prepared for emergencies;
 - To ensure the quick dissemination of security related information;
 - To assist and support the Information Security Officer in the management of EU Classified Information and security clearances;
 - To deputise in the absence of the Information Security Officer as required;
 - To perform security reviews of personal protective security equipment, transport and residences and Mission offices;
 - To liaise and cooperate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
 - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
- To prepare, deliver and disseminate daily security presentations to the Security and Duty of Care Department members and the Mission personnel;
- To draft analytical notes on a regular basis under the guidance of the Senior Mission Security Officer, to be delivered at the Senior Management Team meetings and any other forums involving the contribution of the Security and Duty of Care Department;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years of experience in security analysis, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to contribute to the development of security policies and procedures;
- Reporting skills;
- Presentation skills (preparing and delivering presentations);
- Intelligence gathering skills/experience.

6. Desirable Qualifications and Experience:

- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Firearms trained;
- International experience, particularly in crisis areas with multinational and international organisations, including previous work experience in the region.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Previous experience in managing the security information/intelligence cycle.
- Ability to contribute to the development of security policies and procedures.

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level
Ref. number: SOM-9073	Location: Mogadishu	Availability: 01 SEP 2027
Component/Department/Unit: Security and Health Department/Security Division/Mogadishu Security Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Mission Security Officer reports to the Deputy Head of Security and Health Department.

2. Main Tasks and Responsibilities:

- To assist the Head of Security and Health Department in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Head of Security and Health Department on all incidents affecting Mission members;
- To assist the Head of Security and Health Department to conduct continuous risk assessment and maintain risk registry;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
 - To ensure all security and communications equipment is operational and ready to use;
 - To conduct regular security drills, communication tests and evacuation exercises;
 - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
 - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
 - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
 - To travel to all Mission areas including high-risk areas as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g.

Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Planning and time-management skills;
- Analytical skills.

6. Desirable Qualifications and Experience:

- security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Firearms trained;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of potential security threats in the Mission area;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Highly resilient under pressure;
- Knowledge of CSDP security and duty of care policies.

Position Name: Armed Protection Operator	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level
Ref. Number: SOM-9089 SOM-9096	Location: Somaliland	Availability: 01 MAR 2027 01 SEP 2027
Component/Department/Unit: Security and Health Department/Somaliland Security Section/Armed Protection Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Armed Protection Operator (APO) reports to the Mission Security Officer/Head of Section.

2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework;
- In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To be responsible for Armed Protection operations;
 - To contribute to the armed protection security set up of Mission members;
 - To carry out daily administration and operational planning for Armed Protection Team activities;
 - To assist in the development of Mission Armed Protection policies and procedures;
 - To provide comprehensive procedural documents with respect to Armed Protection activities;
 - To contribute to identifying staff personal security training requirements and deliver training as required under the supervision of Armed Protection Team Leader;
 - To provide personal security advice to Mission members;
 - To maintain operational effectiveness and equipment husbandry;
 - To develop professional contacts with the local police, military and security managers of other international organisations;
 - To liaise with civilian and military organisations to assess current and future threats;
 - To carry out threat assessments to ensure appropriate security measures are in place in a timely and effective manner.
- To transport and provide armed protection to mission members in Somaliland;
- To actively participate in the defence plan of the Field Office;
- To deploy and operate in locations mission wide;
- To assist in the provision of security training to Mission members;
- To assist HEAT instructors in the provision of HEAT training;
- To participate in all applicable training, professional, physical and medical;
- To cross train in all the functions & roles of the team;
- Authorized to carry and issued a personal weapon;
- To aid in the development of Mission A/P policies and procedures ensuring they are followed and updated or amended when necessary.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by diploma **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Trained in basic life support (medical training);
- Ability to operate a variety of communication systems;
- Advanced driving training (defensive driving);
- Valid license for armoured vehicles or C or C1 driving license;
- Discreet, diplomatic and flexible.

6. Desirable Qualifications and Experience:

- Trained and certified in close protection techniques (theory and practice);
- Successful completion of CIVOPSHQ Medical Security Certification Course or equivalent medical training (industry standard First Aid Qualification);
- Experience driving Armoured vehicles;
- Experience in close protection operations as a member of international organisations or Diplomatic institutions/Agencies e.g. National embassies, EU, UN, and NATO;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to perform under pressure and in difficult circumstances in high-risk locations.
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Knowledge of the Mission area and potential security threats;
- Knowledge of CSDP security and duty of care policies.

Position Name: Medical Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support- Management Level
Ref. Number: SOM-9099	Location: Mogadishu	Availability: 01 SEP2027
Component/Department/Unit: Security and Health Department/Medical Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Medical Adviser reports to the Senior Medical Adviser.

2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission and the Senior Medical Adviser on all medical/welfare matters;
- To act as a focal point for the Mission Critical Incident Staff Assistance/Peer support programme and psychosocial/welfare matters;
- To deputise for the Senior Medical Adviser;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to plans and policies on all medical issues/health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission members especially with regards to operational planning; decision making processes and resulting orders and documents;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if Mission members are in need of (advanced) medical treatment due to illness or an emergency, in close cooperation with the medical practitioner in attendance;
- To coordinate and monitor the medical evacuation of staff as per Contingency Plans and SOPs, in close cooperation with healthcare providers and the Mission insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To coordinate and perform Medical Briefings and First Aid Trainings, besides other medical training as required for all Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To gather all information related to medical support for the mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both local health service and others and regularly issue an updated list of available MTF in the areas of operation;
- To respond to medical incidents and emergencies on a 24/7 basis and provide regular emergency cover on a duty roster;
- Maintain meticulous medical and statistical records on all patient assessments, treatment and care, prescription of medicine.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree in Nursing; and a minimum one-year post-graduate qualification attested by diploma in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care;
AND
- A minimum of 4 years relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care, out of which 2 years at management level or in the field of medical planning and administrative procedures, after fulfilling the educational requirements;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

5. Essential Knowledge, Skills and Abilities:

- Knowledge in drafting Standing Operational Procedures, medical planning documents, and decisions notes;
- Extensive knowledge of emergency medicine;
- Highly resilient and willing to work extra hours when required;
- Flight Medical and/or MEDEVAC experience;
- Experience in delivering medical training in emergency medicine, trauma and health care;
- Experience in planning/major incident medical management and support;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Knowledge of tropical medicine.

6. Desirable Qualifications and Experience:

- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS);
- Advanced Cardiac Life Support (ACLS) certificate minimum provider level;
- Pre-Hospital Trauma Life Support (PHTLS) certificate or equivalent minimum provider level;
- Advanced Medical Life Support (AMLS) certificate or equivalent minimum provider level;
- Instructor Certificate Basic Life Support/ Cardio Pulmonary Resuscitation (CPR).

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission Area of Operation;
- Knowledge of Arabic.

Position Name: Nurse	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support- Management Level
Ref. number: SOM-9100 SOM-9102	Location: Mogadishu	Availability: 01 SEP 2027
Component/Department/Unit: Security and Health/Medical Section/Puntland Medical Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Nurse reports to the Senior Medical Adviser (SMA)/Head of Medical Section.

2. Main Tasks and Responsibilities:

- To work from any of the Mission operating bases;
- To assist, support and provide guidance to the (Senior) Medical Adviser on all medical, admin and welfare matters as required;
- To deputise as Medical Adviser in their absence;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- To prepare and perform medical briefings and training for all Mission Members as required by the (Senior) Medical Adviser;
- To liaise with other relevant healthcare providers in the Mission area;
- To be responsible for everyday medical activities such as diagnosing and identifying appropriate medical procedures, medical issues and agreeing treatment methods (preventive and/or curative);
- To support the (Senior) Medical Adviser in assessing medical requirements for further treatment in theatre;
- To cooperate and support the (Senior) Medical Adviser with medical evacuations/repatriations/escorting of patients out of theatre;
- To assist Mission Members where advanced medical treatment is required in close cooperation with external medical providers and the medical insurance company;
- To maintain the medical section / unit pharmacy, ordering and procurement of medication, services and other supplies;
- To respond to medical incidents and emergencies on a 24/7 basis;
- To ensure the contents of Basic Life Support, Trauma Kits medical equipment and assets are up-to-date;
- To maintain the accident, incident and illnesses database;
- To monitor the epidemiological and overall medical situation in theatre, promote preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To provide medical guidance to all staff members and undertake reporting and liaison requirements with Finance and Human Resources on certified and uncertified sick leaves – both in and out of theatre.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in

the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor`s Degree in Nursing; **AND**

- A minimum of 4 years of relevant professional experience, including hands-on experience in an A&E department, primary care, pre-hospital or intensive / anaesthesia care or equivalent after having fulfilled the educational requirements;
- Provide a "Certificate of good standing" issued by a competent National Authority.

5. Essential Knowledge, Skills and Abilities:

- Knowledge in delivering training in emergency medicine, trauma and health care;
- Highly resilient and willing to work extra hours when required.

6. Desirable Qualifications and Experience:

- Flight Medical and/or MEDEVAC experience;
- Diploma in (ATLS) Advanced Trauma Life Support, AMLS (Advanced Medical Life Support), PHTLS (Prehospital Trauma Life Support). ACLS (Advance Cardiac Life Support) trained;
- Successful completion of MIMMS (Major Incident Medical Management and Support) training;
- Instructor Diploma in Cardio Pulmonary Resuscitation (CPR) support;
- Knowledge of tropical medicine;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- Experience in delivering medical/nursing training in emergency medicine, trauma and health care.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Senior Operations Coordinator/ Legal Reform Adviser	Employment Regime: Seconded	
Ref. number: SOM-9115	Location: Mogadishu	Availability: ASAP
Department/Division Section: Operations Department/ Rule of Law Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Operations Coordinator/Legal Reform Adviser reports to the Deputy Head of Operations.

2. Main Tasks and Responsibilities:

- To coordinate the work within Rule of Law Unit, including all Rule of Law activities and all activities conducted by Legal Reform Advisors and Legal Officers to ensure a Mission-wide, systematic, coordinated and strategic approach when delivering products;
- To coordinate and cooperate closely with other Senior Advisors in the Operations Coordination Team;
- To advise the Head of Operations regarding the Mission's activities in the area of Rule of law and regarding identified host state's needs and recommended support by the Mission;
- To coordinate over local legislative/normative/regulatory frameworks and ensure a consistent approach, including in respect of legal policy, legislative drafting, legislative and legal policy capacity building and legislative priorities;
- To provide advice to Heads of Field Offices on Rule of Law Advisory over technical quality control to promote functional coherence among all Field Offices;
- To provide strategic guidance and direction on legal reform topics and on Rule of Law Advisory in order to promote functional coherence among all Legal Reform Advisors and Legal Officers in the Field Offices;
- To coordinate closely with other EU/international actors involved in this field;
- To coordinate the work of the advisors in the area of criminal justice chain and police-prosecutor co-operation, in particular in regard to (maritime) criminal investigations and prosecution between law enforcement agencies, prosecutors and courts;
- To coordinate the work of the advisors in the area of sustainable training and organisational systems for judges, prosecutors and other justice system officials and personnel of civilian maritime law enforcement agencies;
- To coordinate the work of the advisors in the area of sustainable legal training for law enforcement, judicial and other authorities, including the development and organisation of integrated courses to improve the coordination and cooperation between the (maritime) law enforcement agencies, prosecution and courts;
- To coordinate the work of the advisors in identifying and reporting on lessons and best practices within the field of criminal justice, with particular reference to maritime related crime;
- To coordinate and provide the input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To support host state authorities as directed by the Head of Operations;
- To support operations departments' contribution to the Mission's internal and external reporting against benchmarking, assessing the consistency and sustainability of Mission's training activities across time, and providing recommendations for the improvement of Mission's performance;
- To contribute to Mission induction training of Mission personnel regarding Rule of Law activities as required;
- To identify and report on lessons and best practices within the field of responsibility;
- To coordinate the work of the advisors in the area of legal research;

- To participate as required in duty trips in the area of operations of the Mission, including other high-risk areas.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma in law **OR** a qualification in the National Qualifications Framework in law which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area in law, e.g. Master's Degree; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Comprehensive reading and analytical skills;
- Complex problem-solving skills;
- Legal drafting skills;
- Teaching and advisory skills.

6. Desirable Qualifications and Experience:

- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Experience in criminal justice reform either domestically or internationally;
- Experience in mentoring or conducting legal training;
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Experience as a practising lawyer, preferably in the field of criminal justice;
- International experience, particularly in crisis areas with multinational and/or international organizations.

7. Desirable Knowledge, Skills and Abilities:

- Political acumen;
- Knowledge of maritime law, fishery law, ISPS code, shipping law trafficking/human smuggling and environmental law of the sea;
- Knowledge of constitutional law;
- Knowledge about Sharia Law, Xeer/Heer and alternative dispute resolution systems.

Position Name: Maritime Adviser	Employment Regime: Seconded	
Ref. Number: SOM-9124	Location: Mogadishu	Availability: ASAP
Department/Division/Section: Operations Department/ Field Office Mogadishu/ Maritime Security Unit	Level of Security Clearance: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Maritime Adviser reports to the Deputy Head of Operations/Head of Field Office Mogadishu.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level in the maritime area;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training in the area of responsibility;
- To work in close cooperation with the other Field Office Mogadishu teams and units (Coast Guard functions and Port Security Advisory, Police Advisory and Rule of Law Advisory);
- To assess the status of the institutional development of maritime civilian law enforcement agencies and formulate respective recommendations;
- To support the Mission's efforts in addressing areas of structural weakness in the performance and accountability of respective counterparts / institutions and to propose solutions to strengthen them in the area of responsibility;
- To build sound working relationships with relevant actors in Somalia and other key stakeholders (including international stakeholders, other EU instruments, UN organisations, countries involved in bilateral activities);
- To advise counterparts on the development of governance of maritime civilian law enforcement agencies and develop and organise training, including in the field of human resources, recruitment, management, accountability, oversight and gender representation.
- To collect and collate statistics about the workload/performance of local counterparts in the area of responsibility.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's

Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Sound knowledge of EU Maritime Strategy and related policies and maritime law;
- Good understanding of policies and organisational aspects of a maritime administration, implementing maritime security and Coast Guard functions;
- Good knowledge of Human Rights, Gender standards and practices.

6. Desirable Qualifications and Experience:

- Experience in the delivery of education and training connected to the coast guard functions;
- Experience in project management;
- Experience in providing training in boat handling, navigation and maritime communications (GMDSS, OSC);
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to advise effectively senior decision makers;
- Organisational, planning and project development skills;
- Professional certification in mentoring, monitoring & advising;
- Professional training qualification/certification;
- Knowledge of maritime operation/fisheries monitoring/maritime rescue and coordination centre functions.

Position Name: Legal Reform Adviser	Employment Regime: Seconded	
Ref. Number: SOM-9125 SOM-9126	Location: Mogadishu	Availability: ASAP
Department/Division/Section: Operations Department/Rule of Law Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Legal Reform Adviser reports to the Senior Operations Coordinator/Legal Reform Adviser.

2. Main Tasks and Responsibilities:

- To work in close cooperation with Mission Legal Advisers, Chain of Prosecution Advisers, Strategic Advisers, and Police and Maritime Advisers, as well as with relevant Somali and international external counterparts;
- To support the enhancement of cooperation and coordination in the conduct of maritime crime investigations and prosecution between law enforcement agencies, prosecutors and courts in the host country;
- To strengthen the first level of the criminal justice chain,
- To advise local counterparts on legislation and best practices relevant to police/prosecutor cooperation, particularly in the maritime sector;
- To analyse, assess and advise on legislative frameworks governing the justice system in relation to crimes at sea, maritime security (including the ports) and laws regulating maritime affairs/governance including Unreported and Unregulated (IUU) fishing and, as necessary, provide respective recommendations;
- To support the development of legal drafting capabilities by mentoring, advising and training in the area of responsibility;
- To strengthen the Criminal Justice Chain and facilitate police-prosecutor co-operation, in particular to enhance the cooperation and coordination in the conduct of (maritime) criminal investigations and prosecution between law enforcement agencies, prosecutors and courts through advising, judicial institutions and other authorities, and conduct of specialised and integrated courses based on a Train to Trainer approach;
- To ensure timely reporting and information flow on justice-related issues;
- To contribute to identifying and reporting on lessons and best practices in the field of criminal justice, with particular reference to maritime related crime;
- To conduct legal research as necessary;
- To participate as required in duty trips in the area of operations of the Mission, including other high-risk areas;
- To advise on international legal standards and best practices in relation to crimes at sea, maritime security and laws regulating maritime affairs/governance including Illegal, IUU fishing among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To mentor and advise the Somali judiciary authorities and civilian maritime law enforcement agencies staff in order to improve their skills and entrench relevant training received into their everyday working practices;
- To build strong working relationships with justice system actors in Somalia and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities) focused on crimes at sea.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in law **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Knowledge of Maritime Law, including relevant conventions, such as UNCLOS and IMO conventions and experience in implementation of international conventions;
- Sound knowledge of EU Maritime Strategy and related policies;
- Knowledge of policies, legislative, regulatory and organisational aspects of Coast Guard functions, maritime administration and maritime security;
- Experience in mentoring or conducting legal training;
- Legal drafting skills.

6. Desirable Qualifications and Experience:

- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Experience in criminal justice reform either domestically or internationally;
- Experience in Maritime Law and/or Maritime Administration;
- International experience, particularly in crisis areas with multinational and/or international organizations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of constitutional law, human rights law and practices;
- Critical thinking and active listening;
- Complex problem-solving skills;
- Knowledge in developing and providing effective eLearning courses.

Position Name: Maritime Adviser	Employment Regime: Seconded	
Ref. Number: SOM-9147	Location: Somaliland	Availability: ASAP
Department/Division/Section: Operations Department/ Field Office Somaliland/ Maritime Security Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Maritime Adviser reports to the Head of Field Office Somaliland.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts in the maritime area;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions in the area of responsibility;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts and stakeholders;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training in the area of responsibility;
- To assess the status of the institutional development of maritime civilian law enforcement agencies and formulate respective recommendations;
- To support the Mission's efforts in addressing areas of structural weakness in the performance and accountability of respective counterparts / institutions and to propose solutions to strengthen them;
- To build sound working relationships with relevant actors in Somaliland and other key stakeholders (including international stakeholders, other EU instruments, UN organisations, countries involved in bilateral activities);
- To advise counterparts on the development of governance of maritime civilian law enforcement agencies and develop and organise training, including in the field of human resources, recruitment, management, accountability, oversight and gender representation;
- To promote effective cooperation and information sharing between the civilian maritime law enforcement agencies and judiciary, to strengthen the first level of the judicial chain;
- To contribute to elaborating Standard Operational Procedures (SOPs) concerning the civilian Coast Guard Functions and performance of law enforcement at sea.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under

the framework of qualifications of the European Higher Education Area, e.g. bachelor's degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Sound knowledge of EU Maritime Strategy and related policies and maritime law;
- Good understanding of policies and organisational aspects of maritime administration, implementing maritime security and civilian Coast Guard functions;
- Previous experience in the delivery of education and training connected to the civilian Coast Guard functions;
- Good knowledge of Human Rights and Gender standards and practices.

6. Desirable Qualifications and Experience:

- Previous experience in the delivery of education and training connected to the civilian Coast Guard functions;
- Experience in providing training in boat handling, navigation and maritime communications (GMDSS, OSC);
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to advise effectively senior decision makers;
- Organisational, planning and project development skills;
- Professional training qualification/certification;
- Knowledge of Maritime operation/fisheries monitoring/maritime rescue and coordination centre functions.

Position Name: Administrative Officer	Employment Regime: Seconded	
Ref. Number: SOM-9153	Location: Somaliland	Availability: 01 SEP 2027
Component/Department/Unit: Operations Department/ Field Office Somaliland/ Support Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Administrative Officer reports to the Head of Field Office Somaliland.

2. Main Tasks and Responsibilities:

- To assist the Head of Field Office in identifying, developing and implementing relevant policies, Standard Operating Procedures and guidelines for support functions in the field office;
- To assist the Head of Field Office in scheduling support related activities;
- To verify reports, data and information in the support reporting structure;
- To administer and distribute relevant reports and required information to internal and external functions;
- To write minutes of meetings and follow up on tasks within support functions of the field office;
- To coordinate internal communication and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents as requested;
- To maintain office services by assisting the Head of Field Office in organising office operations and procedures, reviewing supply requisitions;
- To contribute to the maintenance of the filing system to meet administrative, legal and financial requirements;
- To verify the legality and regularity of transactions prior to authorising transactions (i.e. commitments, payments, Recovery order);
- To ensure the reporting, verifying the integrity of the imprest accounts, their accuracy and their on-time delivery.
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions.
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.).
- To assist with contracting and procurement matters and procedures;
- To prepare and process finance and procurement documents for invoice handling, budget management, purchasing and procurement.
- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To provide logistical support to all Mission members for assets required to fulfil their tasks, e.g. computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the region, ensuring systems are in place for replacement and repair.
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To oversee and actively manage the Mission's receiving and inspection process, storage and issuing of items from various stores
- To liaise with national customs authorities regarding the clearance of Mission equipment, including facilitating smooth import of Mission equipment
- To identify goods and/or services requirements and technically define the requirements to correspond to the process to procure goods and services;
- To perform HR related functions- attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality.

6. Desirable Qualifications and Experience:

- Knowledge of current technologies used for Administration such as Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Reporting skills;
- Knowledge of EU financial regulations;
- Knowledge of basic accounting and finance;
- Knowledge of Facilities Management tasks and responsibilities.

Position Name: Maritime Adviser	Employment Regime: Seconded	
Ref. Number: SOM-9159	Location: Puntland	Availability: ASAP
Component/Department/Unit: Operations Department/ Field Office Puntland / Maritime Security Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Maritime Adviser reports to the Head of Field Office Puntland.

The Maritime Adviser works under the functional coordination of the Senior Maritime Adviser to ensure the alignment of maritime activities, technical harmonisation, operational coherence and consistency of engagement with counterparts.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterparts in the maritime area;
- To support the Mission`s efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions in the area of responsibility;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To build and maintain relationships with relevant local and international counterparts and stakeholders;
- To liaise closely with other Mission horizontal advisers and provide policing advice to the Senior Mission Management and, as required, to other EU bodies, in particular in relation to maritime-related issues;
- To support the development of the local civilian maritime law enforcement agencies in the field of (community) policing in coastal communities and port policing through providing operational guidance, training and advice on the development and implementation of strategies, policies and procedures;
- To promote effective cooperation and information sharing between the civilian maritime law enforcement agencies and judiciary, to strengthen the first level of the judicial chain;
- To contribute to developing curricula and training concepts for coast guard functions courses.
- To contribute to elaborating Standard Operational Procedures (SOPs) concerning the Coast Guard Functions and performance of law enforcement at sea.
- To design and deliver training in basic maritime civil law enforcement.
- To design and deliver practical training on maintaining, operating, and handling vessels, seamanship, navigation and international law at sea and ports (IMO, ISPS).

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training connected to the coast guard functions;
- Knowledge of EU Maritime Strategy and related policies and maritime law;
- Understanding of policies and organisational aspects of Coast Guard functions, maritime administration and maritime security;
- Good knowledge of Human Rights and Gender standards and practices.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Experience in working in the field of maritime safety and/or security;
- Ability to provide analysis, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement/maritime security matters.

Position Name: Senior Police Adviser	Employment Regime: Seconded	
Ref. Number: SOM-9162	Location: Mogadishu	Availability: ASAP
Department/Division/Section: Operations Department/Field Office Mogadishu/Police Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Police Adviser reports to the Senior Police Advisor/ Head of Police Unit, Field Office Mogadishu.

2. Main Tasks and Responsibilities:

- To operationalise the Mission's mandate by providing strategic advice, mentoring and capacity building to the key Somali counterparts, including the Somali Police Force (SPF) and the Federal Darwish.
- To support the operationalisation and development of the SPF and its entities in line with the National Security policies.
- To identify institutional capacity gaps, provide strategic analysis and recommendations, and support the implementation of sustainable reform measures.
- To design, coordinate and deliver training and mentoring programmes in support of federal policing priorities.
- To advise on the development and implementation of policing strategies, policies and procedures, with particular emphasis on planning, command and control and institutional development.
- To promote cooperation and coordination between the SPF, the Federal Darwish, Federal Member State Police Forces and other national security institutions, developed through command and control in policing structures.
- To work closely with mission advisers and units, providing strategic policing advice to Senior Mission Management and contributing to the Mission's integrated approach.
- To maintain effective strategic relationships with key Somali authorities and international partners, UN entities and other relevant stakeholders supporting police and security sector reform.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Planning and project development skills;
- Negotiating skills with local interlocutors.

6. Desirable Qualifications and Experience:

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience of working on maritime security;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of security policy, law enforcement strategies, reform of police service organisations and police administrative functions.

Position Name: Project Manager	Employment Regime: Seconded	
Ref. Number: SOM-9166	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Chief of Staff Department/ Planning, Reporting and Evaluation Division/ Project Cell	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

The Project Manager reports to the Head of Project Cell.

2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation, particularly related to Federal Darwish training, equipping and where applicable, support for deployment;
- To actively support the onsite delivery in the training camp of the Federal Darwish project in all its components by liaising and integrating with teams from the different units of the mission and expediting project related administrative and logistical elements;
- To act as contact point and responsible for implementation of contracts of supplies and services, especially related to Federal Darwish training project;
- To ensure stakeholder management, accurate communication and efficient facilitation during onsite activities of the Federal Darwish training project;
- To perform contractual related camp management activities linked to the training facilities for Federal Darwish project;
- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability;
- To utilise IT tools and technologies such as the Enterprise Resource Planning (ERP) System for contract management related tasks;
- To ensure that all contract related expenditures are documented in compliance with the regulation on the financial rules applicable to the general budget of the Union;
- To support the delivery, reception, acceptance, stock and inventory of all goods for the Project Cell, including the preparation of all relative documents and certificates;
- To support the monitoring of the projects goods warranties and works liabilities;
- To provide support for the preparation of the handover of the equipment to beneficiaries and to organise the physical delivery, as required;
- To support, within projects, organising the facilities and event set-up, planning and organisation of conferences, workshops, training activities or other expertise transfer activities for Somali counterparts;
- To support the preparation of market research and terms of reference for equipment and goods and the preparation of the procurement dossier;
- To support project analysis, project knowledge management activities and development/enhancement of the project information systems;
- To ensure that Project Cell's paper and electronic archive, as well as dedicated databases, are properly managed and updated.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Teamwork skills;
- Time management skills;
- Problem solving skills;
- Project management skills.

6. Desirable Qualifications and Experience:

- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Experience related to delivery of training in police or military organizations;
- Experience related to planning and implementation of large training, equipping, deploying projects for police or military organizations;
- Experience supporting mobility sustainment within a train-and-equip project, including fleet management, vehicle allocation, preventive and corrective maintenance planning, spare parts control, fuel management, and vehicle readiness monitoring;
- Experience coordinating mobility-related deployment readiness activities for police, gendarmerie, or military units, including transport planning, equipment handover, driver/operator training, maintenance-user training, and post-deployment support arrangements;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU Financial Regulations;
- Knowledge of mobility asset management systems and procedures, including vehicle tracking, fleet records, maintenance logs, fuel monitoring, spare parts control, and equipment handover documentation;
- Ability to monitor and report on mobility component performance, including fleet availability, vehicle serviceability, maintenance compliance, usage rates, deployment readiness, and sustainability risks;
- Knowledge of performance management and enterprise reporting /enterprise resource management software (ERP);
- Driving license category/class C or equivalent.

Position Name: Communication and Information Systems (CIS) Assistant	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support – Assistant Level
Ref. Number: SOM-9169	Location: Puntland	Availability: ASAP
Component/Department/Unit: Mission Support Department/CIS Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Communication and Information Systems Assistant reports to the Head of Communication and Information Systems (CIS).

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Head of CIS;
- To assist in performing problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS sections on the implementation of approved CIS change management requests through standardised release management procedures;
- To assist in designing the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To assist in designing and deploying departmental training activities including user training programs in support of new technologies and procedures;
- To assist in the design and implementation, management, and maintenance of CIS telecommunication systems in all office locations;
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To deploy, install, maintain, and support all data centre as well as end-user equipment, servers, personal computers, software, and services in the Mission;
- To assist in planning, implementing, and maintaining data recovery tools, business continuity measures, and disaster recovery measures, ensuring high availability of Mission-critical data centre services throughout the Mission.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education and a professional training or certification in a CIS related field; **AND**
- A minimum of 3 years of professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills, and Abilities:

- Advanced knowledge in administration and support of personal computers with Microsoft Windows 10, Microsoft Office 2016/2019;

- Problem-solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day-to-day basis;
- Expert technical skills and hands-on experience in troubleshooting IT hardware and software issues.

6. Desirable Qualifications and Experience:

- Knowledge of technologies with wired and wireless networks (e.g. LAN, WAN);
- Knowledge of the functioning of the EU and in particular CSDP;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Is used to work on a multitude of activities under stress, with attention to detail at the same time and with limited supervision;
- Excellent analytical, research, and problem-solving skills;
- Previous experience with radio communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems;
- Previous experience with Document Management Systems;
- Previous experience in an international environment, particularly in crisis areas with multi-national and international organizations.

7. Desirable Knowledge, Skills, and Abilities:

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Knowledge of Python, Java or Javascript;
- Familiarity with tooling such as Git/JIRA/Jenkins;
- Knowledge of SQL database querying languages and tools;
- Knowledge of Amazon Web Services/Server less computing;
- Practical knowledge of Windows Server 2012 - 2019;
- Practical knowledge of Microsoft Office365;
- Knowledge of VMware ESXi/vSphere;
- Knowledge of WAN acceleration and optimisation;
- Practical knowledge of "M-Files" Document Management System software.