

# EUROPEAN EXTERNAL ACTION SERVICE



## ANNEX 1

### **EU Police Mission and its Justice Interface in the Democratic Republic of Congo (EUPOL RD Congo)**

#### Advertisement for seconded/contracted staff members

<b>Organisation:</b>	<b>EUPOL RD Congo</b>		
<b>Job Location:</b>	<b>Kinshasa, Goma</b> (Democratic Republic of Congo), in accordance with the assignment indicated on each job description		
<b>Availability:</b>	As indicated below		
<b>Staff Regime:</b>	As indicated below		
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Available on</b>
	<b><u>Seconded/Contracted</u></b>		
	POLRDC 036	Procurement Officer	ASAP
<b>Deadline for applications:</b>	<b>Friday 9 September 2011</b>		

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member/Contributing 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 Council document 7291/09 (10 March 2009). Personnel seconded from Third Contributing States is not entitled to receive allowances paid according to document 7291/09 (10 March 2009).

**Contracted Personnel** – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract<sup>1</sup>). The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Financial Statement, the duration of the deployment should be of 12 months.

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<sup>1</sup> ( ) Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

The European External Action Service (EEAS) requests that Member/Contributing States propose candidates for the following international expert positions for the EUPOL RD Congo, according to the requirements and profiles described below:

### **A. Essential requirements**

#### **EUPOL RD CONGO is a French speaking Mission.**

Member/Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

**Citizenship** – Citizenship of a Member State of the European Union (EU) or of a Contributing Third State and full rights as a citizen.

**Integrity** – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants 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. The participants shall carry out their duties and act in the interest of the Mission.

**Negotiation Skills** – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility and adaptability** – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

**Availability** – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

**Physical and mental health** – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

**Ability to communicate effectively in French** – Mission members must be fully fluent in written and spoken French. Report writing skills are especially needed.

**Computer Skills** – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

**Training** – eHest ( <https://ehest.consilium.europa.eu> ) or equivalent.

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

### **B. Recommendable requirements**

**Knowledge of the EU Institutions** – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

**Knowledge of the Mission area** – To have a good knowledge of the history, culture, social and political situation of the country. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

**Training and experience** – To have attended a Civilian Crisis Management Course or have participated in an CSDP Mission (desirable).

**Language skills** – knowledge of English and local languages will be an asset.

### **C. Essential documents for selected candidates**

**Passport** – The participants must obtain a passport from the respective national authorities. Seconding Member/Contributing States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

**Visas** – Member/Contributing States and Mission members 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 en route to the Mission.

**Security clearance required:** The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Unless mentioned otherwise in the specific job description, the **necessary level of security clearance** is:

- (1) EU Security Clearance to level Secret. or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a participating/contributing Third State with whom the GSC does not yet have a full security agreement but an agreement exists relating to the participation/contribution of that Third State which expressly addresses the obligations of that country towards the handling of EU CI.

**Security equipment** : Police officers shall be fitted with individual protection gears and armament, especially flack jackets (level 4) and bullet proof helmets, and their 9 mm duty side arm together with 100 rounds of ammo.

**Certificate/Booklet of vaccination** – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

**Medical certificate** – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

**Driver's licence** – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license (desirable).

#### **D. Additional information on the selection process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The General Secretariat encourages Member/Contributing States and European Institutions to take this into account when offering contributions.

**Application form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

**Selection process** – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member State will bear any related costs.

**Information on the outcome** – Member/Contributing States or candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

**Seconded/ Contracted**

**PROCUREMENT OFFICER (POLRDC 036)**

(1 position)

**Duty Station:** Kinshasa (Capital)

**Proposed deployment:** As soon as possible

**Main tasks:**

- Work under the supervision of the Head of Administration and Finance.
- Assist and advise the Head of Administration and Finance and the Head of Mission on all Mission procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations, as adapted to the specific context of ESDP missions;
- Execute all tasks related to procurement.
- Draft all necessary documents and produce monthly reports in the field of procurement.
- Provide his/her expertise on procurement matters concerning the mission.
- Develop professional relationships and work partnership with EC Commission in the field of procurement for the mission;
- To manage all procurement requirements and activities;
- Perform any other related tasks and duties as required by the Head of Mission.

**Qualifications and experience:**

- Advanced University Degree in Law, Public Administration, Business Administration or equivalent;
- To have a minimum of 7 (seven) years of relevant working experience;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations; (desirable)
- To have excellent interpersonal and communications skills and teamwork capabilities;
- Fluency in both oral and written French;
- Good knowledge of IT tools, particularly word and excel processing tools;
- To be able to manage an important volume of work and to prioritize tasks;
- Knowledge of English (desirable);
- To have international experience, preferably in Africa, particularly in crisis areas with multi-national and international organizations, and be knowledgeable in the DRC political and legal context (desirable);
- To possess a training in Civilian Crisis Management – CEPOL or having served in another CSDP Mission (desirable);