

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 – Requirements and Job Descriptions

European Union CSDP Mission in Mali (EUCAP Sahel Mali) 2-2018 Call for Contributions

Organisation:	European Union CSDP Mission in Mali (EUCAP Sahel Mali)			
Job Location:	Bamako			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u> (17 positions)			
	MA 07 MA 89	Human Resources and Personnel Management Adviser – National Police (2 posts)	Bamako	04 Sep 2018 ASAP
	MA 08	Human Resources and Personnel Management Adviser – National Guard	Bamako	ASAP
	MA 36	Chief of Training	Bamako	15 Nov 2018
	MA 45*	Rule of Law/Justice Adviser	Bamako	18 Dec 2018
	MA 49	Trainer Criminal Investigation/Counter-Terrorism	Bamako	ASAP
	MA 52	Trainer Management/Deontology	Bamako	ASAP
	MA 58	Legal Drafting Adviser	Bamako	ASAP
	MA 65	Trainer on Human Resources Management	Bamako	ASAP
	MA 66 MA 67	Trainer Operational Management (2 posts)	Bamako	01 Sep 2018 ASAP
	MA 86	Adviser on Border Management	Bamako	ASAP
	MA 92	Trainer of Trainers	Bamako	ASAP
	MA 108	Trainer Community Policing/Basic Intelligence	Bamako	ASAP
	MA 113	Trainer on Human Rights and Gender	Bamako	ASAP
	MA 132	Cooperation Coordination/Civil Society Officer	Bamako	ASAP
	RCC 15	Brussels Support Element / Policy Support Officer for the Regional Coordination Cell	Brussels	2 Oct 2018
	<u>Seconded/Contracted</u> (11 positions)			
	MA 13	Human Rights and Gender Adviser	Bamako	10 Sep 2018
	MA 17*	Chief of Human Resources	Bamako	15 Jan 2019
	MA 19*	Chief of Finance	Bamako	15 Jan 2019

	MA 21**	Procurement Officer	Bamako	ASAP
	MA 25	Communication and Information Systems Officer	Bamako	ASAP
	MA 37	Human Resources and Personnel Management Adviser – National Guard	Bamako	ASAP
	MA 41	Press and Public Information Officer	Bamako	ASAP
	MA 73	Information Security Officer	Bamako	ASAP
	MA 74	Communication Assistant	Bamako	ASAP
	MA 75*	Logistics Officer	Bamako	15 Oct 2018
	MA 98	Human Resources Officer	Bamako	14 Aug 2018

Deadline for applications:	Friday, 08 June 2018 at 17:00 Brussels time
E-mail address to send the Job Application Form:	<p><i>a) for seconded candidates by EU Member States:</i> https://goalkeeper.eeas.europa.eu/registrar/</p> <p><i>b) for contracted candidates:</i> https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p>
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Carmen EPURE carmen.epure@ext.eeas.europa.eu</p>

* The availability of this position is pending decision on the End of Mission or extension for the current jobholder.

** The availability of this position is pending confirmation/non-confirmation of employment.

EUCAP Sahel Mali bears a High Risk Non-Family Mission status due to the present risk rating of the mission area as high. 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 tour of duty or contract. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing or invited third States (Contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing and invited third States are not entitled to receive allowances paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English or French 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 another 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 Operations Commander requests that contributing States propose candidates for the following international expert positions for EUCAP Sahel Mali, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – The candidates must have Citizenship of an EU Member State or of a Contributing Third State.

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

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

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in Contributing Third States.

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:

1. Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

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

2. Knowledge

The 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).

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

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

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

Driving Skills – The 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 essential requirements may result in repatriation/termination of the secondment/contract.

II.B Desirable Requirements

Knowledge of the Mission area – The 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 SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s), depending on the job tasks and responsibilities.

Driving Licence - Category C driving licence.

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

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The selected candidates must have a passport from their respective national authorities. 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, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The 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 the taking up duties.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to LIMITE/LIMITED until the issuance of their national security clearance.

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

Medical Certificate – The selected candidates should undergo a medical examination and be certified medically fit for Mission duty by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

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

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

IV. ADDITIONAL INFORMATION

Gender balance - The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

Application Form – Applications will be considered only when using the online Application Form (AF) indicating which position(s) the candidate is applying for.

Selection Process – The candidates considered to be most suitable will be shortlisted 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 for interviews, the Contributing Third States will bear any related costs.

N.B The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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.

Data protection - The EEAS, and its directorate CPCC processes personal data pursuant to regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the decision of the high representative of the union for foreign affairs and security policy of 8 December 2011. The privacy statement on meetings and events is available on the EEAS website [PRIVACY STATEMENTS](#).

SECONDED

Position Name: Human Resources and Personnel Management Adviser – National Police	Employment Regime: Seconded	
Ref. Number: MA 07 MA 89	Location: Bamako	Availability: 04 Sep 2018 As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Human Resources and Personnel Management Adviser - National Police reports to the Chief of Strategic Advice.

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 counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- 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 within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To design and deliver training, as appropriate;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor with the National Police - Personnel Management Division (*Division du Personnel*);
- To work in close cooperation with the Personnel Management Division of the National Police in order to:
 - help record and review all documentation relating to the National Police Personnel Management;
 - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuring and reform process in Human Resources management, including organisation of the National Police Personnel Management Division;
 - assist in identifying priorities in restructuring the National Police Personnel Management policies and programs in line with operational needs and academies capabilities;
 - help establishing a National Police Personnel Management data system.
- To maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- To contribute to the induction of Mission personnel as required.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of Human Resources management in law enforcement;
- Mediation skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position Name: Human Resources and Personnel Management Adviser – National Guard	Employment Regime: Seconded	
Ref. Number: MA 08	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Human Resources and Personnel Management Adviser - National Guard reports to the Chief of Strategic Advice.

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 counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- 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 within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To design and deliver training, as appropriate;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor with the National Guard - Personnel Management Division (*Division du Personnel*);
- To work in close cooperation with the Personnel Management Division of the National Guard in order to:
 - help record and review all documentation relating to the National Guard Personnel Management;
 - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuring and reform process in Human Resources management, including organisation of the National Guard Personnel Management Division;
 - assist in identifying priorities in restructuring the National Guard Personnel Management policies and programs in line with operational needs and academies capabilities;
 - help establishing a National Guard Personnel Management data system;
- To maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- To contribute to the induction of Mission personnel as required.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of Human Resources management in law enforcement;
- Mediation skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position: Chief of Training	Employment Regime: Seconded	
Ref. number: MA 36	Location: Bamako	Availability: 15 Nov 2018
Component/Department/Unit: Operations/ Training	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Chief of Training reports to the Head of Operations.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Training Component so as to implement the Mission mandate and tasks as set out in the Mission's Operational Plan (OPLAN) and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
- To oversee the input of the Training Component to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the component;
- To ensure the consistency and sustainability of Mission's operational activities over time in the field of Training activities;
- To oversee the contribution of the Training Unit to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and Departments if directed;
- To ensure that Mission staff members working in the Training Unit identify and report lessons and best practices within their respective fields of responsibility;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To ensure the mainstreaming of Human Rights and Gender aspects into the activities of the Training Component;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To regularly control and evaluate the trainers' activity, its full accordance with the OPLAN and its real impact on the Malian Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) within Mission's mandate and, if necessary, help them to gain efficiency;
- To ensure that information is regularly exchanged between the Trainers and the Training Policies Advisers to continually adapt the advice and the training for the Malian ISF to the current situation;
- To ensure that the trainers' tasks and actions are coherent with the ongoing plans or projects settled within the security sector reform process by the Malian or international counterparts;
- To conceptualise, create, organise and plan the training activities at both strategic and field levels;
- To supervise and coordinate the work of the Team Leader Trainers and the Training Advisers;
- To periodically evaluate, at the first level, the Team Leader Trainer and the Trainers;
- To coordinate, under the supervision of the Head of Operations, with the Chief of Strategic Advice on the common strategic aspects of the activities;
- To identify lesson learned in the field of Training and contribute to related work of the Evaluation Unit;
- To maintain good contacts with external components dealing with ISF training;

- To represent the Mission in meetings and events with Malian or international stakeholders related to ISF training issues.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at a management level;
- Experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes.

5. Essential Knowledge, Skills and Abilities

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience in a national training Academy;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Basis knowledge of the Kirkpatrick model or other evaluation/assessment model.

Position Name: Rule of Law/Justice Adviser	Employment Regime: Seconded	
Ref. number: MA 45*	Location: Bamako	Availability: 18 Dec 2018
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Rule of Law/Justice Adviser reports to the Chief of Strategic Advice.

2. Main Tasks and Responsibilities

- To act as the Mission focal point for Rule of Law (RoL)/Justice matters;
- In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in the host state;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system;
- To act as a trainer on RoL/justice related matters for the police/internal security forces of the host state if applicable;
- To liaise with other international actors;
- To ensure timely reporting and information flow on RoL/justice issues;
- To contribute to identify and report on lessons and best practices within the field of RoL/justice;
- To undertake any other job related task as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To liaise with the Malian justice authorities and Malian Security Sector Reform coordinator;
- To contribute and assist with proposals for the Malian Security Sector Reform, policies and procedures in the areas of the judiciary, penitentiary system and policing;
- To participate in the development and implementation of the Mission's strategies on rule of law related aspects;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the Internal Security Forces (National Police, Gendarmerie, National Guard - ISF) and the penitentiary system;
- To ensure the link between Mission's main activities in the security sector and the wider rule of law;
- To act as a trainer on rule of law/justice related matters for ISF;
- To liaise with other international initiatives, especially other EU programs and MINUSMA.

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. The qualification should be in Law; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation and interpersonal skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- A minimum of 1 year of experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/SSR process;
- Experience as a practising lawyer;
- Experience in criminal justice reform either domestically or internationally;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position: Trainer Criminal Investigation/ Counter-Terrorism	Employment Regime: Seconded	
Ref. number: MA 49	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer Criminal Investigation/Counter-Terrorism reports to the Team Leader Trainers.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Team Leader Trainers;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To train the members of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on criminal investigation/counter-terrorism, using lessons learned and actual cases;
- To help identifying the Malian ISF's needs in terms of criminal investigation/counter-terrorism;
- To train the (future) Mali ISF trainers in criminal investigation/counter-terrorism (train the trainers);
- To train and provide tactical and operational advice in the field of criminal investigation/counter-terrorism;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to criminal investigation/counter-terrorism;
- To coordinate with other actions already undertaken by international stakeholders.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Successful completion of training courses in the field of criminal investigation/counter-terrorism.
- A minimum of 2 years of experience as police trainer in criminal investigation/counter-terrorism;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Very good training and presentation skills.

Position: Trainer Management/Deontology	Employment Regime: Seconded	
Ref. number: MA 52	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer Management/Deontology reports to the Team Leader Trainers.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Team Leader Trainers;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To train the members of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on management/deontology, using lessons learned and actual cases;
- To help identifying the Malian ISF's needs in terms of management/deontology;
- To train the (future) Mali ISF trainers in management/deontology (train the trainers);
- To train and provide tactical and operational advice in the field of management/deontology;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to management/deontology;
- To coordinate with other actions already undertaken by international stakeholders.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Successful completion of training courses in the field of management/deontology;
- A minimum of 2 years of experience as police trainer in management/deontology;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Very good training and presentation skills.

Position: Legal Drafting Adviser	Employment Regime: Seconded	
Ref. number: MA 58	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Legal Drafting Adviser reports to the Chief of Strategic Advice.

2. Main Tasks and Responsibilities

- To assess local legislative/normative/regulatory frameworks, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities and identify areas requiring improvement/reform in line with the Mission OPLAN;
- To advise the Chief of Strategic Advice regarding identified host state needs and recommended support by the Mission;
- To provide 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 Chief of Strategic Advice;
- To closely coordinate with other EU/international actors involved in this field;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To assist the Malian Ministry of Security and Civil Protection and the Ministry of Defence and Veterans to identify weaknesses, needs and areas of potential improvement in legislative and regulatory law.
- To assist the Internal Security Forces (National Police, Gendarmerie and National Guard – ISF) in elaboration of new conceptual and doctrinal framework, in particular for Human Resources, Management and Training areas;
- In close collaboration with the Advisers and in liaison with the Political Adviser, to contribute to the overall work on Security Sector Reform in his/her field of action;
- To assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuring and administrative reform processes;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to organisational change, Management and Human Resources;
- To assist the Chief of Strategic Advice in monitoring projects in his/her field of action;
- To contribute to the induction of Mission personnel as required.

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. The qualification should be in Law; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Critical thinking and active listening;
- Comprehensive reading;
- Complex problem solving skills;
- Time management skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Admission to the Bar in home or residential jurisdiction;
- Experience as practising lawyer;
- A minimum of 3 years of experience in the area of legal drafting;
- Expertise in International Law or International Humanitarian Law;
- Experience in analysing complex legal issues in a crisis theatre and advising on legal texts;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position: Trainer on Human Resources Management	Employment Regime: Seconded	
Ref. number: MA 65	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer on Human Resources Management reports to the Team Leader Trainers.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Team Leader Trainers;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To train the members of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on principles of Human Resources management, using lessons learned and actual cases.
- To help identifying the Malian ISF needs in terms of Human Resources management;
- To train the (future) Mali ISF trainers in Human Resources (train the trainers);
- To train and provide tactical and operational advice in the field of Human Resources management;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to Human Resources management;
- To coordinate with other actions already undertaken by international stakeholders.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Successful completion of training courses in the field of human resources management;
- A minimum of 2 years of experience as police trainer in human resources management;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Very good training and presentation skills.

Position: Trainer Operational Management	Employment Regime: Seconded	
Ref. number: MA 66 MA 67 (2 posts)	Location: Bamako	Availability: 01 Sep 2018 As soon as possible
Component/Department/Unit: Operations/Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer Operational Management reports to the Team Leader Trainers.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Team Leader Trainers;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To train the members of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on Operational management, using lessons learned and actual cases;
- To help identifying the Malian ISF's needs in terms of operational management;
- To train the (future) Mali ISF trainers in operational management (train the trainers);
- To train and provide tactical and operational advice in the field of operational management;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to operational management;
- To coordinate with other actions already undertaken by international stakeholders.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Successful completion of training courses in the field of operational management;
- A minimum of 2 years of experience as police trainer in operational management;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Very good training and presentation skills.

Position Name: Adviser on Border Management	Employment Regime: Seconded	
Ref. Number: MA 86	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser on Border Management reports to the Chief of Strategic Advice.

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 counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- 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 within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To design and deliver training, as appropriate;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor in the field of development of future policy and strategy of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) involved in border management and migration issues;
- To establish a sustainable contact network with all the counterparts involved in border management issues;
- To contribute to assessing the inter-ministerial and interagency coordination requirements in the field of border management and advises Malian authorities accordingly;
- To identify and assesses the needs, at central level and in the field, of the security actors in relation to their tasks in the area of border management;
- To contribute to the development of specific national procedures in the field of customs through the provisioning of technical analysis, advice and proposals;
- To provide advice and guidance regarding conceptual and doctrine framework underlying the restructuration and reform process in border management;
- To propose adequate measures to be implemented with the agreement of Malian authorities;
- To provide support and facilitates workshop with counterparts;
- To advise on the introduction of simplified procedures and effective risk analysis, selectivity profiling and targeting systems, as well as on the effective exchange of information and cross border cooperation/operations;

- To provide advice on possible improvements of the skills and performance of local officers;
- To work in close cooperation with the Mission Border Security trainers in order to elaborate adapted and relevant training content;
- To contribute to the overall Security Sector Reform process in his/her field of action in liaison with other concerned Mission members;
- To assist the Chief of Strategic Advice in monitoring projects in his/her field of action;
- To maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- To contribute to the induction of Mission personnel as required.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of border management in law enforcement;
- Mediation skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position: Trainer of Trainers	Employment Regime: Seconded	
Ref. number: MA 92	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer of Trainers reports to the Team Leader Trainers.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Team Leader Trainers;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To train the members of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on principles of train the trainers, using lessons learned and actual cases.
- To help identifying the Malian ISF needs in terms of train the trainers;
- To train the (future) Mali ISF trainers in train the trainers;
- To train and provide tactical and operational advice in the field of train the trainers;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to train the trainers;
- To coordinate with other actions already undertaken by international stakeholders.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Successful completion of training courses in the field of train the trainers;
- A minimum of 2 years of experience as police trainer in train the trainers;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Very good training and presentation skills.

Position: Trainer Community Policing/ Basic Intelligence	Employment Regime: Seconded	
Ref. number: MA 108	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer Community Policing/Basic Intelligence reports to the Team Leader Trainers.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Team Leader Trainers;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To train the members of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on community policing/basic intelligence, using lessons learned and actual cases;
- To help identifying the Malian ISF's needs in terms of community policing/basic intelligence;
- To train the (future) Mali ISF trainers in community policing/basic intelligence (train the trainers);
- To train and provide tactical and operational advice in the field of community policing/basic intelligence;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to community policing/basic intelligence;
- To coordinate with other actions already undertaken by international stakeholders.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Successful completion of training courses in the field of community policing/basic intelligence;
- A minimum of 2 years of experience as police trainer in community policing/basic intelligence;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Very good training and presentation skills.

Position: Trainer on Human Rights and Gender	Employment Regime: Seconded	
Ref. number: MA 113	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer on Human Rights and Gender reports to the Team Leader Trainers.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Team Leader Trainers;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To train the members of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on principles of human rights and gender and their practical application in the day-to-day activities of the three forces;
- To identify, in coordination with the Human Rights and Gender Advisor, the Malian ISF training needs in the fields of human rights and gender and develop trainings accordingly;
- To train future Malian Human Rights and Gender trainers (train the trainers) in the fields in questions.
- To train and provide tactical and operational advice to unit leaders;
- To contribute to the elaboration of Standard Operation Procedures and regulatory frameworks;
- To coordinate with actions already undertaken by international stakeholders and Malian civil society.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Successful completion of training courses in the field of human rights and gender;
- A minimum of 2 years of experience as police trainer in human rights and gender;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Very good training and presentation skills.

Position: Cooperation Coordination/ Civil Society Officer	Employment Regime: Seconded	
Ref. number: MA 132	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission Office/Cooperation Coordination	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Cooperation Coordination/Civil Society Officer reports to the Senior Liaison and Coordination Officer.

2. Main Tasks and Responsibilities

- To map, assess and review current bilateral and multilateral assistance in the areas covered by the Mission's mandate;
- To closely coordinate with the Mission's operational components/units to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To facilitate liaison and coordination between Mission operational components/units and relevant stakeholders;
- To provide advice in the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational Components representatives;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To contribute to Mission's internal and external reporting against benchmarking;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To work with the civil society representatives, involved in the process of contributing to the Security Sector Reform in Mali, with a specific focus on Internal Security Forces (ISF) reform, in close connection with the international non-governmental organisations engaged in this field;
- To coordinate with other actions already undertaken by international stakeholders;
- To support the Malian civil society to improve its capacity to engage with Government on Security Sector Reform issues;
- To support the drafting of documents and if decided by the operational team to assist with developing community policing approach within the ISF;
- To assist in the conceptual and doctrinal framework underlying the Mission's support to ISF with a view to reinstitute the link between the population and the ISF;
- To assist the ISF in identifying, prioritising and finding solutions to problems raised by the civil society in the framework of community policing;
- To ensure the consistency of those projects with other related ones;
- To provide expertise and advise the Head of Mission through the Senior Liaison and Coordination Officer on community policing matters;
- To ensure the mainstreaming of the Human Rights and Gender aspects into the activities carried out;
- To help putting in place Local Security Committees;

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential knowledge, skills and abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Good understanding of the political, cultural and security situation in Mali;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- A minimum of 2 years of experience in the field of civil society development and/or community policing;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position Name: Brussels Support Element / Policy Support Officer for the Regional Coordination Cell	Employment Regime: Seconded	
Ref. number: RCC 15	Location: Brussels	Availability: 2 Oct 2018
Component/Department/Unit: Regional Coordination Cell (RCC) and its Internal Security and Defence Experts (ISDEs)	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Brussels Support Element (BSE) / Policy Support Officer reports to the Head of the RCC, while embedded within the CPCC Sahel Desk from whom he/she may also take instructions.

2. Main Tasks and Responsibilities

- To maintain close coordination between the RCC and the CPCC, as well as with other relevant EEAS/Commission services and EU Member States under the overall coordination of the CPCC Sahel Desk;
- To closely coordinate with the RCC regarding its specific tasks implementation as well as regarding Brussels based developments and to follow closely any relevant developments related to the Regionalisation of CSDP in the Sahel;
- To contribute to the reporting and to the drafting of planning and other documents related to the Regionalisation of CSDP in the Sahel in close coordination with CPCC and the RCC;
- To support the organisation of CPCC visits to the RCC and RCC's visits to Brussels and elsewhere, as necessary;
- To regularly visit the RCC embedded within EUCAP Sahel Mali Mission in agreement with CPCC;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To follow and support the continuous work of the RCC and its network of experts related to the mapping of needs and gap analysis in the security and defence sectors of the G5 Sahel Countries, (ISDEs), remaining informed of ongoing initiatives carried out in this field by various key actors and sharing information from Brussels-based actors;
- To finalise the editing of the various documents produced by the RCC and those related to Regionalisation and contribute to their presentation to Member States;
- In close coordination with other CPCC desks for the relevant CSDP Missions in the Sahel, provide follow-up on the regional training activities facilitated by the RCC.

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; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Analytical and reporting skills;
- Networking skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience in defence and/or security analysis with a demonstrated ability to coordinate with many different levels and participants;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of international actors in the field of crisis management;
- Ability to develop and maintain effective work relationships with different national and cultural background with sensitivity and respect for diversity;
- Knowledge of development aid and/or financial and technical cooperation projects, ideally through EU financial instruments;
- Knowledge of the European Commission's aid programming and implementing process.

SECONDED/CONTRACTED

Position: Human Rights and Gender Adviser	Employment Regime: Secoded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MA 13	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Human Rights and Gender Adviser reports to the Head of Mission and is co-ordinated by the Deputy Head of Mission/Chief of Staff.

2. Main Tasks and Responsibilities

- To act as the Mission focal point for human rights and gender, as well as and human rights and gender mainstreaming issues;
- To advise on human rights and gender, as well and human rights and gender mainstreaming issues within the Mission as well as throughout the Mission's activities;
- In close coordination with the Mission's operational components, to advice on the promotion of human rights, gender equality and gender-sensitive policy among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To advise on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on women, peace and security;
- To undertake systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring and reporting, data collection and staffing;
- To monitor and analyse the human rights and gender situation in the host state;
- To liaise with local and international entities involved in the promotion and monitoring of human rights, gender equality and gender mainstreaming in the host state;
- To advise on the development and management of strategic communications with regards to human rights and gender issues;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to Mission's reporting and information flow on human rights and gender related aspects;
- To contribute to the induction training of Mission's staff members as required;
- To contribute to identify and report on lessons learned and best practices within the field of human rights and gender;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

N/A

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; **AND**

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Thorough knowledge of human rights and gender mainstreaming issues and tools, particularly in a post-conflict environment/SSR process;
- Knowledge of investigative and conciliation techniques in the human rights and gender field;
- Drafting skills;
- Negotiations skills;
- Ability to evaluate analytically;
- Establish and maintains relationships with a board range of people to understand needs and gain support;
- Proactive in developing strategies to accomplish objectives;
- Understanding and sensitivity to the basic principles of human rights and gender legislation and inter-group relations;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

N/A

Position: Chief of Human Resources	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert Level
Ref. number: MA 17*	Location: Bamako	Availability: 15 Jan 2019
Component/Department/Unit: Mission Support/ Human Resources	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Chief of Human Resources reports to the Head of Mission Support.

2. Main Tasks and Responsibilities

- To lead, direct and manage the Human Resources Unit;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for the setting up and implementation of relevant Mission internal strategies, policies and procedures;
- To ensure an effective and transparent Human Resources planning and recruitment process;
- To ensure a fair, effective and transparent performance appraisal process;
- To ensure an effective and efficient Human Resources administration process;
- To support the Mission management in implementing the Mission's mandate in accordance with the Mission key documents and ensuring effective training activities for staff members and other relevant support during their tenure;
- To ensure that line managers of the Mission get the necessary advice and support in Human Resources matters;
- To coordinate as appropriate with the EEAS (CPCC) and the EU Commission (FPI) as well as with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To ensure timely reporting to the Mission management and the EEAS (CPCC) on Human Resources related issues;
- To act as a key interlocutor with staff and their representatives, such as the Staff Committees and National Contingent Leaders/National Points of Contact, on matters affecting staff members, and to facilitate bringing closer the concerns of staff to the Senior Management;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To plan and set up Mission-specific Human Resources related core functions in the build-up phase of the Mission;
- To plan and execute Mission's downsizing process in accordance with strategic guidance from CPCC and the Mission's senior management.

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 or/and military education or training or an award of an equivalent rank; **AND**

- After having fulfilled the education requirements, a minimum of 7 years of human resources management working experience out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities

- People management skills and capacity to deal with different levels of stakeholders;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Problem solving skills;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- University and/or Master's Degree in human resources management, leadership or management or/and 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 multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position: Chief of Finance	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert Level
Ref. number: MA 19*	Location: Bamako	Availability: 15 Jan 2019
Component/Department/Unit: Mission Support/ Finance	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To lead, direct and manage the Finance Office;
- To ensure the sound and effective financial management of the CSDP Mission and the development of the essential internal policies and procedures for finance;
- To manage the accounts, payments, treasury, payroll, financial system, claims and other financial functions;
- To approve financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting;
- To limit financial risk by taking action and evaluate the banking and national financial infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors;
- To ensure the presence of external audits and implement audit recommendations;
- To liaise with CPCC and FPI for coming mandates budget preparation and facilitate the internal budget process in the mission;
- To identify needs of goods and/or services required for improving the efficiency of the unit and define them technically for procurement;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To plan and set up Mission-specific finance related core functions in the build-up phase of the Mission;
- To plan and execute Mission's downsizing process from financial point of view in accordance with strategic guidance from CPCC, the EU Commission and the Mission's senior management.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, minimum of 7 years of relevant professional experience (finance, budget or related working experience), out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Knowledge of accounting software;
- Knowledge of the EU Financial Rules;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

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 field;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Knowledge and/or experience in strategic management and/or public administration; International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 21**	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/ Procurement	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Procurement Officer reports to the Chief of Procurement.

2. Main Tasks and Responsibilities

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of European Commission legislation and regulations.
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures;
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- Works in close cooperation with the requesting units on the procurement related aspects of the implementation of the Mission's mandate and activities;
- Carries out procurement and contracting processes;
- Assists in the development of internal Mission procurement procedures.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Negotiations and project management skills;
- Analytical skills and financial acumen;
- Supply market analysis skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position: Communication and Information Systems Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MA 25	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support Department/ Communication and Information Systems (CIS)	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Communication and Information Systems Officer reports to the Chief of CIS.

2. Main Tasks and Responsibilities

- To provide service and technical reporting to the Chief of CIS;
- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardized release management procedures;
- To design the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To design and deploy 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 of all data centre equipment, servers, software, and services in the Mission;
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- Produces precise reports concerning communication issues and recommendations for improvements;
- Under the supervision of the Chief of CIS, together with local CIS support staff, operates and manages the CIS-Helpdesk, in order to assist all Mission users, and to task and schedule CIS maintenance operations;
- Provides level 2 support for all end user computer related issues;
- Provides appropriate technical training sessions to helpdesk agents;
- Provides training to end users;
- Identifies requirements in the CIS unit, prepares requests for replenishment and procurement proposals, and assists in the drafting of technical specifications for ICT related services;

- Assists the Chief of CIS in establishing Standard Operating Procedures (SOPs) related to all office automation and communication issues;
- Keeps accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Missions Administration;
- Contributes to identifying lessons and best practices in his/her respective field of competence;
- Management of the shared information management system (MS SharePoint);
- Roll out and management of wireless networks in the mission HQ and various point to point links (MikroTik and Ubiquiti networks).

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 Information Technology, Computer Science, Communications, Engineering or other related fields; **AND**
- After having fulfilled the education requirements, a minimum of 4 years relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs);
- 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 server hardware and software issues; French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations;
- System administrator with experience in a predominant Microsoft oriented environment, with systems such as: Microsoft Windows Server 2012 R2 / 2016, Microsoft Exchange Server 2013, Microsoft SharePoint Server 2013/2016, Microsoft SQL Server 2014, Microsoft Windows 7/10, Microsoft Office 2013/ 2016, in possession of relevant official Microsoft certified certificates;
- Network administrator familiar with MikroTik, Ubiquiti and Cisco hardware, in possession of relevant certified certificates of at least one of the mentioned vendors;
- Experience in the management and administration of Microsoft Sharepoint;
- Practical experience with server virtualisation tools such as VMware vSphere 5 or later and/or Microsoft Hyper-V;
- Experience in technically supporting radio communication hardware (digital VHF / HF);
- Experience in technically supporting VSAT systems as also satellite telephony;
- Experience in managing VoIP PABX systems and video teleconferences 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.

Position Name: Human Resources and Personnel Management Adviser – National Guard	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 37	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Human Resources and Personnel Management Adviser - National Guard reports to the Chief of Strategic Advice.

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 counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- 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 within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To design and deliver training, as appropriate;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor with the National Guard - Personnel Management Division (*Division du Personnel*);
- To work in close cooperation with the Personnel Management Division of the National Guard in order to:
 - help record and review all documentation relating to the National Guard Personnel Management;
 - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuring and reform process in Human Resources management, including organisation of the National Guard Personnel Management Division;
 - assist in identifying priorities in restructuring the National Guard Personnel Management policies and programs in line with operational needs and academies capabilities;
 - help establishing a National Guard Personnel Management data system;
- To maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- To contribute to the induction of Mission personnel as required.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Ability to mentor and motivate local counterparts;
- Knowledge of Human Resources management in law enforcement;
- Mediation skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position: Press and Public Information Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. number: MA 41	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission/ Deputy Head of Mission Office	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Press and Public Information Officer (PPIO) reports to the Head of Mission (HoM) under the coordination of the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

2. Main Tasks and Responsibilities

- To act as the Mission's main spokesperson and to communicate the work of the Mission to the public;
- To lead, direct and manage the work and staff of the Press and Public Information Office (PPIO);
- To organise the Press and Public Information budget and procurement processes as well as all contract/tender/designs for Mission visibility items;
- To draft if necessary, keep under 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 as well as supervise and coordinate arrangements for visiting journalists/media;
- To supervise the development and maintenance of an effective Mission website and, if relevant, social media platforms;
- To draft press releases, public statements, articles and features, and to seek clearance from HOM/DHoM/Political Advisor as and when appropriate. To co-ordinate same with other EU actors in theatre if appropriate;
- To write and design public information material and factsheets;
- To ensure coordination with the press offices of other EU actors in the host state;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To provide guidance on press and public information issues to the Mission;
- To provide strategic and operational guidance and media advice on all internal and external communication matters directly to the HoM and DHoM/CoS as well as other key staff as necessary;
- To manage the media aspects of any evolution of the Mission, providing relevant advice and guidance as necessary;
- To create and promote positive communication and information campaigns aiming to support and explain the Mission to local, regional and international audiences;
- To be responsible for the production of the daily media monitoring and its dissemination internally through the Mission;
- To ensure good communication and coordination on PPIO issues with the European Union Special Representative's office as well as with the press offices of the EU Delegation, Member States and other international stakeholders in the host country;
- To analyse the public impact of the Mission's activities and the effectiveness of the Mission's public outreach work;

- To contribute to the induction of Mission personnel as required.

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 Journalism, Communication Sciences, Political Science, International Relations, Public Relations, Law, Social Sciences or Administration; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Knowledge of formulating and implementing a communication strategy;
- Networking skills and initiative;
- Drafting and presentation skills;
- Skills and experience in the handling, processing and analysis of information from various sources;
- Proficiency with social media platforms, website management and design software;
- French language skills: minimum level C1 (Proficient User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience in the field of institutional communication and/or journalism;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge about the local press and media environment.

Position: Information Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MA 73	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office/ Mission Security	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Information Security Officer reports to the Senior Mission Security Officer (SMSO) and closely cooperates with the CIS Office.

2. Main Tasks and Responsibilities

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 develop and to ensure application of relevant Standard Operating Procedures for secure information handling, and all other communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems - in accordance with the provisions of the Council Security Regulations;
- To liaise in conjunction with the SMSO, Chief of CIS and with the European External Action Service (EEAS) Security Office for information security issues and especially in case of incidents;
- To provide input and assessment of existing and future IT infrastructure and application architecture from a security perspective;
- To assume responsibilities as the Crypto Custodian for the Mission, including ensuring registration, protection and transfer of accountable security items (crypto devices, smartcard, keys, etc);
- To inform immediately the EU Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise;
- To be the Mission focal point for information security compromise or suspicion of compromise;
- To report to the SMSO any IT security related incidents;
- To be the Mission focal point for Data Protection issues;
- To develop awareness with regard to IT security for the Mission staff;
- To verify periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements);
- To advise and monitor the vulnerability detection and remedial efforts and oversee vulnerability testing;
- To advise and monitor the institution's policies on anti-SPAM, anti-virus, anti-spyware, and other "malware" protection;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- N/A

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 or/and military education or training or an award of an equivalent rank; **AND**

- After having fulfilled the education requirements, a minimum of 4 years relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Knowledge of key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program;
- Ability to analyse, and interpret general business periodicals, professional journals, technical procedures, or Mission regulations;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience in developing and administrating an information security program;
- Certification such as CISSP or any other international relevant certification in the field; forensic or malware analysis certification;
- Experience using methodology such as EBIOS, PILAR, CRAMM and implementing risk assessment recommendation using any other international relevant methodology in the field;
- International experience, particularly in crisis areas with multi-national and international organisations;
- System administrator with experience in a predominant Microsoft oriented environment, with systems such as: Microsoft Windows Server 2012 R2 / 2016, Microsoft Exchange Server 2013, Microsoft SharePoint Server 2013/2016, Microsoft SQL Server 2014, Microsoft Windows 7/10, Microsoft Office 2013/ 2016, in possession of a relevant official Microsoft certified certificates;
- Network administrator familiar with MikroTik, Ubiquiti & Cisco hardware, in possession of relevant certified certificates of at least one of the mentioned vendors;
- Experience in the management of Microsoft Sharepoint;
- Practical experience with server virtualisation tools such as VMware vSphere 5 or later and/or Microsoft Hyper-V;
- Experience in technically supporting radio communication hardware (digital VHF / HF);
- Experience in technically supporting VSAT systems as also satellite telephony;
- Experience in managing VoIP PABX systems and video teleconferences systems.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of EU information security standards and formal accreditation processes international experience, particularly in crisis areas with multi-national and international organisations;
- Technical knowledge of information technology and security issues.

Position Name: Communication Assistant	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level (MSAL)
Ref. Number: MA 74	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support Department/ CIS	Security Clearance Level: EU Confidential or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Communication Assistant reports to Chief of Communication and Informatics Systems (CIS).

2. Main Tasks and Responsibilities

- To provide service and technical reporting to the Chief of CIS;
- To plan, implement and maintain the radio communication systems in use by the mission;
- To assist with the deployment, testing, and maintenance processes of other standard CIS hardware, software, systems, and peripherals;
- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS communication systems;
- To assist with the design and deploy of 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 VSAT, 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 assist with the deployment, installations, maintenance, and support of all data centre equipment, servers, software, and services in the Mission;
- To maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line managers.

3. Mission Specific Tasks and Responsibilities

- Take the lead in the radio systems in use by the mission being Digital VHF (Motorola MotoTRBO) systems with multiple interconnected sites, and HF (Codan) operating in analogue and digital mode (DMR Tier3 / MotoTRBO);
- Produces precise reports concerning communication issues and recommendations for improvements;
- Provide support for all end user radio communications related issues;
- Provides first support for all end user computer related issues;
- Provide radio communication training to end users;
- Identifies communications requirements in the CIS unit, prepares requests for replenishment and procurement proposals, and assists in the drafting of technical specifications for ICT related services;
- Assists the Chief of CIS in establishing Standard Operating Procedures (SOPs) related to radio communication issues;
- Keeps accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Missions Administration;

- Assist in the management of wireless networks in the mission HQ and various point to point links (MikroTik and Ubiquiti networks);
- Maintain the fleet of satellite phones (Iridium and Thuraya).

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/or a professional technical/mechanical trade and/or technical engineering, such as a qualified technical trades person with a minimum education at a vocational/technical trade school/College and attested by a trades diploma; **AND**
- After having fulfilled the education requirements, a minimum 3 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Knowledge of radio communication technologies and radio operating standard practices;
- Knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs);
- Knowledge of managing an Microsoft Active Directory environment;
- 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 radio communication related issues;
- Proficiency in the use of standard Microsoft Office package;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Business recognised certifications in the field of radio communications (Motorola, CODAN);
- Good understanding about electronics knowing how to handle a soldering iron;
- Experienced in radio installations and maintenance on towers / radio cabling in buildings;
- Experienced in mobile radio installation and maintenance on armoured vehicles;
- System administrator with experience in a predominant Microsoft oriented environment, with systems such as: Microsoft Windows Server 2012 R2 / 2016, Microsoft Exchange Server 2013, Microsoft Windows 7/10, Microsoft Office 2013/ 2016;
- Network administrator familiar with MikroTik, Ubiquiti and Cisco hardware;
- Advanced administrative and bookkeeping experience and ability to keep accurate and up-to-date records;
- Logical analytical approach to solving problems using sound judgment and decision making methodologies;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position: Logistics Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MA 75*	Location: Bamako	Availability: 15 October 2018
Component/Department/Unit: Mission Support/ Logistics	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Logistics Officer reports to the Chief of Logistics.

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 in the Regional Office;
- To deputise for Chief of Logistics in his/her absence;
- To provide logistical support to all personnel in regards to required assets to fulfil their tasks, such as computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Region, ensuring systems 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 build and keep updated the inventory of assets;
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy;
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To assist in managing and maintaining a comprehensive database of expendable and non-expandable items;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To draft specifications for issuing tenders related to his/her area of responsibility;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- N/A

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 Transport, Logistics, Engineering, Administration or other related fields **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- After having fulfilled the education requirements, a minimum of 4 years relevant professional experience, in the field of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related fields.

5. Essential knowledge, skills and abilities

- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management;
- Awareness of different product and services markets and industrial business networks;
- Ability to perform under stress and in difficult circumstances; French language skills: minimum level B1 (Independent User);
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national 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;
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2).

Position: Human Resources Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MA 98	Location: Bamako	Availability: 14 Aug 2018
Component/Department/Unit: Mission Support/ Human Resources	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To provide service and technical reporting to the Chief of Human Resources;
- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for eligible seconded staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved;
- To contribute to the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement;
- To participate as a member of selection panels as required, communicating and coordinating with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To advise and assist staff members concerning human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To conduct timely issuance and proper management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary relocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To maintain the personnel databases updated as appropriate;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies;
- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance.
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.;

- To contribute to identifying lessons learned and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To liaise with the Finance Unit on Human Resources' budget and obligations;
- To prepare documentation for Procurement actions regarding contracts to be managed by Human Resources Office;
- To contribute to the elaboration of Standard Operation Procedures and regulatory frameworks;
- To assist and contribute to the Mission's planning, set up and development of human-resources related functions;
- To assist in Mission's restructuring process.

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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in the field of human resources.

5. Essential Knowledge, Skills and Abilities

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems;
- Influencing, persuading, coaching and negotiating skills;
- Ability to prepare HR communication appropriate to the audience;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- University/Master degree/MBA in human resources management or/and an international certification in human resources management;
- Training and experience in MS Excel, Access and Visio and building databases with similar software;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A