

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union CSDP Mission in Mali (EUCAP Sahel Mali) 1-2018 Call for Contributions</b>
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<b>Organisation:</b>	<b>European Union CSDP Mission in Mali (EUCAP Sahel Mali)</b>			
<b>Job Location:</b>	<b>Bamako</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Seconded</u> (26 positions)</b>			
	MA 02	Deputy Head of Mission/Chief of Staff	Bamako	16 Aug 2018
	MA 06	Human Resources and Personnel Management Adviser – Gendarmerie	Bamako	06 Apr 2018
	MA 08	Human Resources and Personnel Management Adviser – National Guard	Bamako	ASAP
	MA 09	Training Policies Adviser – Gendarmerie	Bamako	ASAP
	MA 39 MA 40	Mission Analysis Capacity (MAC) Analyst (2 posts)	Bamako	ASAP
	MA 41	Press and Public Information Officer	Bamako	ASAP
	MA 43	Reporting Officer	Bamako	03 Jul 2018
	MA 49 MA 62	Trainer Criminal Investigation/Counter-Terrorism (2 posts)	Bamako	18 May 2018 02 Mar 2018
	MA 52	Trainer Management/Deontology	Bamako	ASAP
	MA 58	Legal Drafting Adviser	Bamako	ASAP
	MA 61	Adviser to the Ministry of Defence	Bamako	ASAP
	MA 65	Trainer on Human Resources Management	Bamako	ASAP
	MA 67 MA 111	Trainer Operational Management (2 posts)	Bamako	09 Jun 2018 ASAP
	MA 71 MA 112	Trainer Forensics (2 posts)	Bamako	ASAP 30 May 2018
	MA 82	Liaison and Coordination Officer	Bamako	ASAP
	MA 86	Adviser on Border Management	Bamako	10 May 2018
	MA 89	Human Resources and Personnel Management Adviser – National Police	Bamako	11 May 2018
	MA 92	Trainer of Trainers	Bamako	10 May 2018

	MA 103	Sahel Regional Action Coordination Adviser	Bamako	27 Apr 2018
	MA 108	Trainer Community Policing/Basic Intelligence	Bamako	16 May 2018
	MA 113	Trainer on Human Rights and Gender	Bamako	ASAP
	MA 132	Cooperation Coordination/Civil Society Expert	Bamako	ASAP
<b><u>Seconded/Contracted</u></b> (10 positions)				
	MA 21 MA 115	Procurement Officer (2 posts)	Bamako	ASAP
	MA 24	Finance Officer	Bamako	ASAP
	MA 25	Communication and Information Systems Officer	Bamako	12 Mar 2018
	MA 37*	Human Resources and Personnel Management Adviser – National Guard	Bamako	ASAP
	MA 73	Information Security Officer	Bamako	ASAP
	MA 76	Asset Management Assistant	Bamako	03 Jun 2018
	MA 96	Transport/Fleet Management Officer	Bamako	ASAP
	MA 101	Verification Officer	Bamako	ASAP
	MA 114	Transportation Assistant	Bamako	ASAP

<b>Deadline for applications:</b>	<b>Friday 23 February 2018 at 17:00 Brussels time</b>
<b>E-mail address to send the Job Application Form:</b>	<a href="mailto:cpcc-mali@eeas.europa.eu">cpcc-mali@eeas.europa.eu</a>
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Ms Carmen EPURE</b> <a href="mailto:carmen.epure@ext.eeas.europa.eu">carmen.epure@ext.eeas.europa.eu</a>

\* The availability of this position is pending decision on selection and recruitment of the present incumbent for another post.

✂As part of the setting up of a responsiveness capacity, two as yet undetermined positions will be part of a specific Call for Contributions and hence will be removed from the present Call.

**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)<sup>1</sup>, or equivalent, at a level specified in the individual job descriptions.

#### 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 Skills<sup>2</sup>** – 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.

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

<sup>2</sup> [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 standard Application Form to be returned in Word format, and indicating which position(s) the candidate is applying for.

**Selection Process** – The candidates considered to be most suitable will be 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

<b>Position:</b> Deputy Head of Mission/ Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 02	<b>Location:</b> Bamako	<b>Availability:</b> 16 Aug 2018
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP) in consultation with the Chief of Staff;
- To deputise for the HoM in his/her absence;
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC;
- To act as the primary interlocutor at senior management level for the Local Staff Committee;
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and WPS;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To manage and oversee day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities.
- To support the Head of Mission in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in planning documents, the Mission Implementation Plan (MIP), and instructions issued by the HoM;
- To lead and manage the work of the Deputy Head of Mission/Chief of Staff Office;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, (and/or "the Office of the EUSR"), the representatives of EU Member States and Contributing Third States, according to HoM's directions;

- To liaise externally with international organisations, agencies and interlocutors as appropriate;
- To ensure drafting of reports and other correspondence on behalf of the HoM as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, or any other activity to HoM's Office;
- To be the central point of entry for communication between the Mission and the Operational Headquarters (EEAS/CPCC);
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Managers.

### **3. Mission Specific Tasks and Responsibilities**

- To ensure effective communication between Mission Divisions, Mission Support Department, Security and Safety Department and Office of the Chief of Staff;
- To have the overview of the general processes of recruitment and deployment of international staff;
- Point of contact for created Task Forces, including multiple departments

### **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 12 years of relevant professional experience, out of which a minimum of 5 years of experience at senior management level;
- Experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.

### **5. Essential Knowledge, Skills and Abilities**

- Capacity to lead and oversee a Mission with staff members of different professional backgrounds;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Knowledge of diplomatic protocol;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.

### **6. Desirable Qualifications and Experience**

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms;

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

## 7. Desirable Knowledge, Skills and Abilities

### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Human Resources and Personnel Management Adviser – Gendarmerie	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 06	<b>Location:</b> Bamako	<b>Availability:</b> 06 Apr 2018
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Human Resources and Personnel Management Adviser - Gendarmerie 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 Gendarmerie - Personnel Management Division (*Division du Personnel*);
- To work in close cooperation with the Personnel Management Division of the Gendarmerie in order to:
  - help record and review all documentation relating to the Gendarmerie 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 Gendarmerie Personnel Management Division;
  - assist in identifying priorities in restructuring the Gendarmerie Personnel Management policies and programs in line with operational needs and academies capabilities;
  - help establishing a Gendarmerie 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.

#### 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

##### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

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

#### 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

##### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Training Policies Adviser – Gendarmerie	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 09	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Training Policies Adviser – Gendarmerie reports to the Chief of Training.

### 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 training's conceptual and organisational framework for the Recruitment and Training Division of Gendarmerie (*Division du Recrutement et de la Formation*);
- To work in close cooperation with the Recruitment and Training Division of Gendarmerie in order to:
  - help record and review all documentation relating to training;
  - provide expertise to the Recruitment and Training Division of the Gendarmerie in the conceptual and doctrinal framework underlying restructuring and reform process in training, including the organisation of the Recruitment and Training Division itself;
  - assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula, managing, running and evaluating training courses at academic level;
  - assist in the provision of advice, guidance regarding training organisation, methods and contents;
- 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 Training/Human Resources management in law enforcement;
- Mediation skills.

#### 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

##### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Mission Analytical Capability (MAC) Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 39 MA 40 (2 posts)	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible As soon as possible
<b>Component/Department/Unit:</b> Head of Mission/ Deputy Head of Mission/ Chief of Staff Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Mission Analytical Capability (MAC) Analyst reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

### 2. Main Tasks and Responsibilities

- To analyse changes on the ground, including trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation;
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by the Head of Mission (HoM);
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the DHoM/CoS and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To contribute to an integrated gender perspective into Mission's analyses, where applicable;
- To support the efficiency of information within the Mission;
- To act upon the HoM's and DHoM's information and analysis requirements;
- 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 carry out and prepare studies and analytical assessments of these developments, pertaining to the current level of performance of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard – ISF) and identifying priorities and opportunities for engagement, including levers for supporting structural change.

### 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, at least 5 years of relevant professional experience.

**5. Essential Knowledge, Skills and Abilities**

- Handling, processing, analysis and presentation of information from various sources;
- Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills.

**6. Desirable Qualifications and Experience**

- Experience in the use of analytical IT packages and processes;
- International experience, particularly in crisis areas with multi-national and international organisations.

**7. Desirable Knowledge, Skills and Abilities**

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 41	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission/ Deputy Head of Mission/ Chief of Staff	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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 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 Sciences, International Relations, Public Relations, Law, Social Sciences, Administration; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

**5. Essential Knowledge, Skills and Abilities**

- Knowledge and practical experience of formulating (written and oral) and implementing a communication strategy;
- Writing and drafting skills;
- Networking skills and initiative;
- Presentation skills;

**6. Desirable Qualifications and Experience**

- Drafting and presentation skills;
- Proficiency with social media platforms, website management and design software;
- Skills and experience in the handling, processing and analysis of information from various sources;
- Knowledge about the local press and media environment;
- International experience, particularly in crisis areas with multi-national and international organisations.

**7. Desirable Knowledge, Skills and Abilities**

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 43	<b>Location:</b> Bamako	<b>Availability:</b> 03 Jul 2018
<b>Component/Department/Unit:</b> Deputy Head of Mission/Chief of Staff Office/Reporting	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Reporting Officer reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

### 2. Main Tasks and Responsibilities

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations, prepare talking points, speeches and presentations on behalf of others, and take meeting minutes;
- To contribute to the collection of the Mission's lessons learned observations;
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To support the DHoM/CoS and the Political Adviser in maintaining an updated overview of the political situation in Mali and to share information with other departments, as required;
- To monitor local and international media and other relevant sources to support the Political Adviser in drafting the political section of the reporting and planning documents;
- To prepare and deliver presentations of specific reports in and outside the Mission, as required;
- To deliver presentations about EUCAP Sahel Mali (e.g. mandate, objectives, activities, etc.), 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; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

### 5. Essential Knowledge, Skills and Abilities

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills.

## 6. Desirable Qualifications and Experience

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

## 7. Desirable Knowledge, Skills and Abilities

### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Trainer Criminal Investigation/ Counter-Terrorism	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 49 MA 62 (2 posts)	<b>Location:</b> Bamako	<b>Availability:</b> 18 May 2018 02 Mar 2018
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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 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.

**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.

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

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

**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.

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Legal Drafting Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 58	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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 restructuration 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.

**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:**

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Adviser to the Ministry of Defence	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 61	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser to the Ministry of Defence 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 focus his/her work on the Gendarmerie, National Guard and Inspection Services within the Ministry of Defence;
- To advise on restructuring of the Gendarmerie and National Guard in close cooperation with EUTM Mali and in complementarity with the work of EUTM Mali;
- To provide expertise in the development of future policy and strategy of the Malian Ministry of Defence, with special focus on the area of Human Resources in coordination and cooperation with EUTM Mali;
- To work in close cooperation with the Human Resources Department of the Ministry of Defence;
- To assist in the provision of advice and guidance regarding conceptual and doctrine framework underlying restructuring and reform process;
- To contribute to promote the elaboration of fair and impartial human resources policies for recruitment, training, specialisation, promotion and discipline within the Ministry of Defence;
- To help to identify the needs in terms of reform and implementation of modern administrative and management systems within the Ministry of Defence;
- To contribute to the elaboration of Standard Operation Procedures for the Internal Security Forces, especially related to Management of Human Resources;
- 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 management in law enforcement;
- Mediation skills.

#### 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

##### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

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

**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.

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Trainer Operational Management	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 67 MA 111 (2 posts)	<b>Location:</b> Bamako	<b>Availability:</b> 09 June 2018 As soon as possible
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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 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.

**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.

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Trainer Forensics	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 71 MA 112 (2 posts)	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible 30 May 2018
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Trainer Forensics 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 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 Forensics, using lessons learned and actual cases;
- To help identifying the Malian ISF needs in terms of forensics;
- To train the (future) Mali ISF trainers in Forensics (train the trainers);
- To train and provide tactical and operational advice in the field of forensics;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to Forensics;
- 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.

### 6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification;
- Successful completion of training courses in the field of forensics;
- A minimum of 2 years of experience as police trainer in forensics;
- 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.

### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Liaison and Coordination Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 82	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Deputy Head of Mission/ Chief of Staff/Coordination	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Liaison and Coordination Officer reports to the Senior Liaison and Coordination Officer.

### 2. Main Tasks and Responsibilities

- To contribute to ensuring the coherent planning and implementation of the cooperation and coordination activities of the Mission, in line with the Mission Implementation Plan (MIP);
- To provide support to ensure that the Mission's activities are closely coordinated with all EU and international actors with a view to ensuring mutual awareness, avoiding duplication and achieving a comprehensive approach and coordination in the field of Security Sector Reform;
- To facilitate the interaction between the Mission on one hand and bi-lateral and multilateral actors and national civil society on the other;
- To contribute to the mapping and assessment of ongoing bilateral and multilateral co-operation activities in the field of Security Sector Reform;
- To support the Mission's contribution to the EU regional approach;
- To report internally against benchmarking on a regular basis and contributes to the progressive updating of the MIP, as well as prepares special reports as requested;
- To contribute to Mission's external reporting;
- To develop guidelines to ensure coherence and coordination of Mission's contacts with international actors and civil society actors;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- To contribute to the induction of Mission's personnel as required;
- To identify lessons 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 facilitate the interaction between the Mission on one hand and bi-lateral and multilateral actors and national civil society on the other;
- To support the Mission's contribution to the EU regional approach;
- To facilitate the work of the technical secretariat between EUCAP and MINUSMA, as well as for other relevant working group meetings, as requested;
- To contribute to liaising with EU Delegation, EUTM and EUCAP Sahel Niger;
- To prepare special reports as requested;
- To help define and elaborate projects to be implemented by the Project Cell in support of the operational activities.

### 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 Social Sciences (e.g. Political Sciences, International Relations, Law, Economics) or Business Administration/Management; **AND**

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

**5. Essential Knowledge, Skills and Abilities:**

- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Analytical thinking and problem solving/negotiation skills;
- Project management skills.

**6. Desirable Qualifications and Experience**

- Experience in Security Sector/Rule of Law reform in a national or host state context.
- Experience in a coordination function.
- Planning and coordination skills.
- Social and mediation skills.
- International experience, particularly in crisis areas with multi-national and international organisations.

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Adviser on Border Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 86	<b>Location:</b> Bamako	<b>Availability:</b> 10 May 2018
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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.

#### 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

##### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Human Resources and Personnel Management Adviser – National Police	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 89	<b>Location:</b> Bamako	<b>Availability:</b> 11 May 2018
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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.

#### 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

##### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Trainer of Trainers	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 92	<b>Location:</b> Bamako	<b>Availability:</b> 10 May 2018
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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 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.

**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.

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Sahel Regional Action Coordination Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 103	<b>Location:</b> Bamako	<b>Availability:</b> 27 April 2018
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Sahel Regional Action Coordination Adviser reports to the Head of Operations.

### 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 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 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 liaise with the other EU institutions and projects, such as the Trust Fund projects, and with other CSDP Missions in the region, especially EUTM Mali, EUCAP Sahel Niger, as well as other regional instruments to provide a coordinated support to regional cooperation initiatives;
- To ensure the participation of the Mission in the management, liaison and follow up of the projects to be implemented outside CSDP budget, and ensure close coordination with other international and bilateral organisations involved in their conduct and execution;
- To assist the Mission in the identification of training and advisory activities aimed at G5 countries;
- To support the Head of Operations in ensuring the coherence of regional activities carried out by the Mission;
- To support the development of the G5 initiatives, such as the CSS (College Sahélien de Sécurité) as appropriate;
- To provide regular support to G5-related Regional Coordination Cell in close coordination with CSDP Missions and EU Delegations in the region;
- To facilitate information flows and exchange between the Mission and the Regional Coordination Cell;
- To build and maintain contacts with regional actors in the field of counterterrorism, fight against organised crime and irregular migration.

#### 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 evaluation tools and of different assessment methodologies;
- Knowledge of project management and of general security challenges in the Sahel, in particular regarding border management;
- Mediation skills;
- Analytical, synthesis and drafting skills.

#### 6. Desirable Qualifications and Experience

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

#### 7. Desirable Knowledge, Skills and Abilities

##### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Trainer Community Policing/ Basic Intelligence	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 108	<b>Location:</b> Bamako	<b>Availability:</b> 16 May 2018
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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 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.

### 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.

### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

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

### 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.

### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

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

#### 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

##### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

## SECONDED/CONTRACTED

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Secoded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> MA 21 MA 115 (2 posts)	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Procurement	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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 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.

**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.

**7. Desirable knowledge, skills and abilities**

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Finance Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> MA 24	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Finance	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Procurement Officer reports to the Chief of Finance.

### 2. Main Tasks and Responsibilities

- To assist the Chief of Finance in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Chief of Finance;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To assist the Chief of Finance in drafting the Mission budget;
- To contribute to lessons identification;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the Chief of Finance;
- To undertake any other job related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To work in close cooperation with the requesting units on the financial related aspects of the implementation of the Mission's mandate and activities;
- To assist in the development of internal Mission financial 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 in the field of finance/accounting.

**5. Essential Knowledge, Skills and Abilities:**

- Knowledge of accounting software;
- Analytical skills and financial acumen.

**6. Desirable Qualifications and Experience**

- University and/or Master's Degree in Economics or Finance or specialised training/course in finance or other related fields;
- Experience in using legally established professional and transparent financial policies and procedures in accordance with EU legislation and regulations.

**7. Desirable knowledge, skills and abilities**

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Communication and Information Systems Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> MA 25	<b>Location:</b> Bamako	<b>Availability:</b> 12 March 2018
<b>Component/Department/Unit:</b> Mission Support Department/ Communication and Information Systems	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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 undertake any other related task 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 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;

**6. Desirable Qualifications and Experience**

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

**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;

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Human Resources and Personnel Management Adviser – National Guard	<b>Employment Regime:</b> Secoded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> MA 37**	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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;
- International experience, particularly in crisis areas with multi-national and international organisations.

#### 6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Experience of designing and delivering training;
- Experience in project management.

#### 7. Desirable Knowledge, Skills and Abilities

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

#### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Information Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> MA 73	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office/ Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Information Security Officer reports to the Senior Mission Security Officer (SMSO).

### 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 undertake any other related task 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

- Ability to work collaboratively with a broad range of constituencies essential;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- 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;
- Ability to perform under stress and in difficult circumstances.

### 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 would be an asset;
- 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.

### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Asset Management Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> MA 76	<b>Location:</b> Bamako	<b>Availability:</b> 03 Jun 2018
<b>Component/Department/Unit:</b> Mission Support Department/ Logistics	<b>Security Clearance Level:</b> EU Restricted or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Asset Management Assistant reports to Logistics Officer.

### 2. Main Tasks and Responsibilities

- To be responsible for receiving, inspecting and verification of all incoming equipment, furniture and supplies as well as tagging all furniture/equipment upon receipt from the supplier;
- To collect and keep updated the inventory records of quantity, type, and value of material, equipment, merchandise or supplies stocked and tracks movement of all assets;
- To prepare reports, such as inventory balance, price lists and shortages, statistical charts;
- To prepare the list of depleted items and forecasts future stock needs;
- To monitor the available supplies, materials and products in order to ensure that staff members have access to the items they need;
- To process the Loss&damaged/Broken Assets Reports (LDBAR) on damaged/obsolete/worn-out/lost/stolen assets submitted according existing procedures; makes follow ups if damaged assets miss LDBARs.
- To ensure that defective or unusable assets receive immediate treatments.
- To support the management on physical assets disposal.
- To prepare the documentation for submission to Property Survey Board; to follow up on request and liaises with requesting unit for disposal actions and introduces in inventory data base all the requisite details for recording disposals;
- To support the assets disposition via sale, transfer, re-use of parts, donations (gift) to a Government agency, non-profit organization or an implementing partner, destruction;
- To support to the annual physical inventory verification exercise by checking the accuracy of records and location of property;
- To undertake any other job related tasks as requested by the Line managers.

### 3. Mission Specific Tasks and Responsibilities

- To deal with all aspects of logistical and supply needs such as, the acquisition, distribution and allocation of all logistical resources (computers, vehicles, furniture, telecommunications etc.), including providing supply chain management solutions and transportation as well as the coordination and management of all aspects related to customs clearance procedures for imports;
- To assist the Logistics Officer in prioritizing and coordinating the logistical activities in his area of competence.

### 4. Essential Qualifications and Experience

- Successful completion of the secondary education attested by a diploma giving access to post-secondary education;
- After having fulfilled the education requirements, a minimum 3 years of relevant professional experience in Warehouse/Asset Management or related;

**5. Essential Knowledge, Skills and Abilities**

- To be familiar with barcoding and barcoding databases;
- To be proficient in use of standard Microsoft Office package, maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Proven ability to write and present in English in a clear and concise manner, including ability to prepare reports and conduct presentations;
- Ability to perform under stress and in difficult circumstances.
- Demonstrated skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects and activities;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**6. Desirable Qualifications and Experience**

- 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;
- Proven decision making ability;
- International experience, particularly in crisis areas with multi-national and international organisations.

**7. Desirable Knowledge, Skills and Abilities**

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Transport/Fleet Management Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> MA 96	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support Department/ Logistics	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Transport/Fleet Management Officer reports to the Chief of Logistics.

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

- To act independently or in coordination with the security department for the dispatching activity for planning missions at / from the airport as well as other similar tasks;
- To permanently check how the repairs are carried out at car workshops by going to auto workshops to ensure the reality, quantity and quality of the services provided by the workshops concerned;
- To perform any logistics activities (e.g. reconnaissance missions, support missions) in other locations outside the central headquarter (HQ), if 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 Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related field **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

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of using electronic Fleet Management, inclusive tracking software;
- Ability to perform under stress and in difficult circumstances.

#### 6. Desirable Qualifications and Experience

- Valid forklift certificate;
- Auto mechanical training and courses;
- Trainings/courses for training others on driving rules, driving assessment etc.;
- Valid driving license C category;
- International experience, particularly in crisis areas with multi-national and international organisations.

#### 7. Desirable Knowledge, Skills and Abilities

##### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Verification Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> MA 101	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Verification Officer reports to the Head of Mission.

### 2. Main Tasks and Responsibilities

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer responsible for verifying the operational and financial aspects of each operation;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations, for example the Financial Regulations, Guide to Missions, European Commission's Communication related to the employment of international and local staff etc.;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;
- 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 provide guidelines, check-lists and/or any other necessary tools in view of the future implementation of the ex-post statute of the Mission.

### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework 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

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resources systems;
- Ability to pay close attention to detail so that work produced is reliable and accurate.

### 6. Desirable Qualifications and Experience

- Verification Officer course/training or other related course/training;
- International experience, particularly in crisis areas with multi-national and international organisations.

## 7. Desirable Knowledge, Skills and Abilities

- Good knowledge and/or experience in strategic management and/or public administration;
- International experience, particularly in crisis areas with multi-national and international organisations.

### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position:</b> Transportation Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. number:</b> MA 114	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Human Resources	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Transportation Assistant reports to the Chief of Human Resources.

### 2. Main Tasks and Responsibilities

- To manage the purchase of tickets and flight reservations, bookings and accommodation confirmations for the staff member's official travel;
- To ensure that the most effective travel connections are used;
- To provide the shortest and most economical access to destination and identify alternative routings if cost exceed established limits;
- To keep updated the travel activities records with regards to the procured air tickets and hotel bookings.
- To liaise with Finance Office on function's budget and obligations;
- To prepare the needed documentation for Procurement action for contracts to be managed by Human Resources Office;
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare reports and analysis as required;
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To counsel staff members on the preparation of duty trip issues and to advise on most effective travel arrangements;
- To liaise with airlines representative, travel agents and hotels for all booking and billing-related issues.
- To evaluate services provided by the airlines companies and travel agencies;
- To contribute to the elaboration of Standard Operation Procedures.

### 4. Essential Qualifications and Experience

- Level of secondary education attested by diploma giving access to post-secondary education; **AND**
- After fulfilling the education requirements, a minimum of 5 years of relevant professional experience.

### 5. Essential Knowledge, Skills and Abilities

- Ability to keep accurate and up-to-date records;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Reporting skills;
- Ability to pay close attention to detail so that work produced is reliable and accurate.

### 6. Desirable Qualifications and Experience

- Experience in professional travel planning within an Airline Company and/or Travel Agency;
- Administrative and book-keeping experience;

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

## 7. Desirable Knowledge, Skills and Abilities

### Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				