

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Civilian CSDP Mission in Mali

Organisation:	European Union Civilian CSDP Mission in Mali			
Job Location:	Bamako			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u>			
	MA 02	Deputy Head of Mission/ Chief of Staff	Bamako	ASAP
	MA 03	Political Adviser/SSR Advisor	Bamako	ASAP
	MA 04	Head of Operations	Bamako	ASAP
	MA 05	Senior Liaison and Coordination Officer	Bamako	ASAP
	MA 06	Personnel Management Adviser - Gendarmerie	Bamako	ASAP
	MA 07	Personnel Management Adviser - National Police	Bamako	ASAP
	MA 08	Personnel Management Adviser - National Guard	Bamako	ASAP
	MA 09	Training Policies Adviser - Gendarmerie	Bamako	ASAP
	MA 10	Training Policies Adviser - National Police	Bamako	ASAP
	MA 11	Training Policies Adviser - National Guard	Bamako	ASAP
	MA 12	Planning and Evaluation Officer	Bamako	ASAP
	<u>Seconded/Contracted</u>			
	MA 13	Human Rights and Gender Expert	Bamako	ASAP
	MA 14	Legal Adviser	Bamako	ASAP
	MA 15	Head of Mission Support	Bamako	ASAP
	MA 16	Chief of Procurement	Bamako	ASAP
	MA 17	Chief of Human Resources	Bamako	ASAP
	MA 18	Chief of Logistics	Bamako	ASAP
	MA 19	Chief of Finance	Bamako	ASAP
	MA 20	Chief of CIS	Bamako	ASAP
	MA 21	Procurement Officer	Bamako	ASAP
	MA 22	Human Resources Officer	Bamako	ASAP
	MA 23	Logistics/Transportation Officer	Bamako	ASAP
	MA 24	Finance Officer	Bamako	ASAP
	MA 25	CIS Officer	Bamako	ASAP
	MA 26	Medical Adviser	Bamako	ASAP
	MA 27	Administration Officer	Bamako	ASAP
	MA 28	Senior Mission Security Officer	Bamako	ASAP
	MA 29	Mission Security Officer	Bamako	ASAP
	MA 30	Mission Security Analysis Officer	Bamako	ASAP
	MA 31	Engineer	Bamako	ASAP
	MA 32	HR and Administration Officer	Brussels	ASAP

Deadline for applications:	Close of business on Tuesday 25 March 2014 at 1700 Brussels time
E-mail address to send the Job Application Form:	cpcc-mali@eeas.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact Civilian Planning and Conduct Capability (CPCC)</p> <p>Mr Frank Borchers frank.borchers@eeas.europa.eu</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract ⁽¹⁾. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to candidates seconded by EU Member States.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision establishing the Mission Mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert positions for the envisaged European Union Civilian CSDP Mission in Mali, according to the requirements and profiles described below:

A. Essential requirements

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

Citizenship – Citizenship of a Member State of the European Union (EU).

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

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

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

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

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

Language Skills – Language requirements are specified in the respective job descriptions.

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

Training – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) is required.

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

B. Recommended requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the European Security and Defence Policy (CSDP)

Knowledge of Sahel – To have a good knowledge of the history, culture, social and political situation of the region; to have knowledge of the police, judiciary and governmental structures (distinct advantage)

Knowledge and experience of SSR: to be acquainted with Security Sector Reform concepts and practices, especially in Africa (distinct advantage)

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

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from their respective national authorities valid for at least 2 years. If possible, a Service Passport or Diplomatic Passport should be issued.

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

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

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with.

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

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

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

D. Additional information on the selection process

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

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

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels for interviews, the EU Member State will bear any related costs.

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

E. Additional information on the deployment of the Core Team

The main task of the Core Team is to plan and prepare for the establishment of the Mission.

During the start-up phase, the deployment of the Core Team is based on a strictly non-family policy.

F. Additional information

Mission members may be asked to contribute towards the overall cost of the accommodation provided by the Mission.

G. Job descriptions

The initial work of the selected candidates will be in the framework of the so-called "Core Team" that will be entrusted with the following tasks:

- To prepare all logistic and infrastructure arrangements in view of full deployment of the Mission;

- To establish contacts with the relevant Malian stakeholders/counterparts and to start an immediate preparatory assessment and mapping work with them for further implementation;
- To establish contacts with the relevant international actors and to start an immediate assessment of further measures and a framework for cooperation/coordination;
- To contribute continuously to CONOPS, OPLAN and BIS 2

Since not all of the line managers will be in place during the preparatory phase of the Mission, temporary reporting lines, where applicable in this phase, are specified in each of the job descriptions.

The indicated reporting lines and job descriptions are subject to modification in the context of ongoing operational planning for the Mission in Mali and will be finalised in the CONOPS.

Seconded positions

Position Name: Deputy Head of Mission/ Chief of Staff	Employment Regime: Seconded	Post Category:
Ref. Number: MA 02	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

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

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks:

- To deputise the Head of Mission during his/her absence;
- To co-ordinate the Head of Departments of the Mission HQ;
- To ensure that all mission activities are consistently planned and supported according to HoM's directions;
- To monitor the execution of mission's activities against benchmarks and to make recommendations to the HoM for improvements and policy choices throughout mandate implementation;
- To ensure that all aspects are globally considered when preparing for HoM's decision-making and when analyzing the internal reporting of mission activities;
- To coordinate all contributions to the mission's external periodic reporting;
- To ensure that liaison and coordination are consistently maintained with EU, non-EU and local stakeholders according to HoM's instructions;
- To ensure that Standard Operating Procedures (SOPs) for the mission are properly developed, implemented and periodically reviewed;
- To ensure that all mission components contribute to identify and report lessons and best practices within their respective fields of responsibility;
- To ensure that the MHQs Staff are periodically updated on mission implementation progress as well as on the political and security situation of the mission area;
- To support the HoM in the duty of care of mission personnel;
- To exercise disciplinary control and direct internal investigations over mission personnel in accordance with the applicable code of conduct and disciplinary regulations. He/she takes disciplinary decisions in the first instance;
- To fulfil any other tasks delegated to him/her by the HoM. He/she can issue instructions and receive reports on the specific subjects delegated to him/her by the HoM;

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations,

Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, or equivalent professional education.

- At least 15 years of relevant and proven professional experience after having completed his/her studies, including at least 5 years at senior management level progressively.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Excellent organizational and coordinating skills. Ability to share the strategic vision of the HoM, to establish priorities, to plan and to exercise control.
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent managerial skills. Ability to mentor and motivate staff, to review and edit the work of others.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of the European Institutions and of the EU Crisis Management mechanisms.
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region is desirable.
- International experience, particularly in crisis or post-conflict areas, preferably with multinational and/or international organizations.
- Familiarity with diplomatic protocol.
- Experience in dealing with the coordination of public institutions at top management levels.

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)				

Position Name: Political Adviser/SSR Adviser	Employment Regime: Seconded	Post Category:
Ref. Number: MA 03	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission's Office	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Political Adviser/SSR Adviser reports to the HoM, coordinated by DHoM/CoS.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main tasks:

- To provide political analysis and advice on developments in Mali and in the region on issues related to the Mission mandate;
- To monitor the political developments in Mali and the region and provide analysis and advice in view of their possible impact on mandate implementation and keep the HoM and the Mission management constantly updated;
- To liaise with relevant political actors, including local authorities, civil society, EU actors, Third States and international organisations;
- To advise the HoM on overall Security Sector Reform issues in order to ensure coherence between mission activities and wider SSR aspects.
- To prepare briefings and notes to ensure timely information of the HoM and other Mission members;
- To contribute to the regular Mission reporting and to other reports and papers in relation to the implementation of the Mission mandate;
- To contribute in identifying lessons learned and best practises in his/her respective field of competence;

Tasks to be covered until the arrival of the PPIO:

- To assist in conducting and coordinating official visits according to protocol rules;
- To monitor the media and co-ordinate, supervise and conduct press conferences, briefings and other media and public outreach events;
- To draft press releases, public statements and articles;
- To contribute to the political aspects of Press and Public Information activities;
- To perform any other tasks as directed by the HoM.

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, or equivalent professional education.
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region is desirable.
- A minimum of 7 years of relevant experience;

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- Good understanding of and experience in the European Institutions and CSDP;
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity;
- Excellent interpersonal and communications skills;
- Excellent drafting 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)				

Position Name: Head of Operations	Employment Regime: Seconded	Post Category:
Ref. Number: MA 04	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Head of Operations reports to the HoM.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks:

- Until the deployment of the Chief Strategic Advice and the Chief of Training, the Head of Operations will manage and coordinate the operational sections of the Mission and provide guidance directly to the Personnel Management Advisers and the Training Policies Advisers;
- To contribute to the drafting and progressive upgrading of the Mission Implementation Plan by supporting the identification of mission operational requirements as the situation evolves as well as the design of mission operational activities;
- To supervise the conduct of mission activities and to ensure operational coherence towards desired achievements;
- To regularly report internally against benchmarking, also assessing the consistence and sustainability of mission operational activities across time, and to provide recommendations for the improvement of mission performance;
- To contribute to Mission external reporting within his/her field of responsibility;
- To take into account overall Security Sector Reform issues in order to ensure coherence between mission activities and wider SSR aspects;
- To ensure close cooperation with Malian authorities in charge of the Security Sector Reform at ministerial level;
- To implement proper coordination with and support other international actions within the scope of mission mandate;
- To ensure the consistency of the work of the advisers, especially taking into account that the Malian HQ structures of the three security forces differ from each;
- To contribute to the induction of mission personnel, also directly supervising the preparation and conduct of dedicated induction programmes for personnel deployed in mission Offices;
- To ensure that Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed, within his/her field of responsibility.
- To ensure that his/her supervised personnel contribute to identify and report lessons and best practices within their respective fields of responsibility.
- To ensure that the MHQs Staff are periodically updated on mission implementation progress.
- To undertake any other related tasks as required by the HoM.

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years, or equivalent professional education.
- Senior rule of law officer with at least 15 years of relevant professional experience;
- Previous planning experience is desirable;
- Knowledge and experience in policy development and management of human resources and training related law enforcement services;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Excellent organizational and coordinating skills.
- Ability to establish priorities, to plan the execution of activities and to exercise control.
- Excellent managerial skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Highly resilient under physical and mental pressure.
- Experience and ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- A sound understanding of the institutional context of CFSP and CSDP is desirable.
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region is desirable.
- International experience, particularly in crisis or post-conflict areas, preferably with multinational and/or international organizations.

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)				

Position Name: Senior Liaison and Coordination Officer	Employment Regime: Seconded	Post Category:
Ref. Number: MA 05	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Senior Liaison and Coordination Officer reports to the HoM, coordinated by the DHoM/CoS.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks:

- To continuously map and assess the current activities of bi-lateral and multi-lateral co-operations;
- To assess the needs for possible improvements of regional and international co-operation in the field of security;
- To liaise and keep in touch with all relevant international counterparts, with a focus on the EU Delegation with a view to ensure a comprehensive approach in the field of security sector reform;
- To support and/or organise international coordination fora;
- To provide advice on the improvement of coordination initiatives;
- To facilitate contacts and coordination between Head of Operations, Mission operational units and relevant international stakeholders;
- To promote the implementation of mission projects in line with the operational activities;
- To facilitate international cooperation between the strategic, operational and tactical levels;
- To advise the HoM on the consistency, complementarity and sustainability of the Mission programs with other international initiatives;
- To contribute in identifying lessons learned and best practises in his/her respective field of competence;
- To undertake any other related tasks as required by the HoM.

Qualifications and Experience:

- Civilian expert in the field of security sector and international cooperation
- University degree in the field of International Relations, Political Sciences, Development or equivalent professional experience.
- At least 7 years of relevant professional experience.
- Experience of international organizations and/or multinational operations required.
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Previous experience in CSDP missions or international organisations would be an advantage.
- Previous work experience in Africa would be an advantage.

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)				

Position Name: Personnel Management Adviser - Gendarmerie	Employment Regime: Seconded	
Ref. Number: MA 06	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Personnel Management Adviser – Gendarmerie reports to the Strategic Adviser – Gendarmerie.

Until the deployment of the Strategic Adviser – Gendarmerie, the Personnel Management Adviser – Gendarmerie will directly report to the Head of Operations.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks:

- To act as a reference for the Gendarmerie – Personnel Management Division (Division de la Gestion des Personnels);
- To work in close cooperation with the Personnel Management Division (Division de la Gestion des Personnels):
 - To help record and review all documentation relating to Gendarmerie/Personnel Management
 - To assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuring and reform process in Personnel Management, including organization of Gendarmerie – Personnel Management Division;
 - To assist in identifying priorities in restructuring Gendarmerie - Personnel Management and especially help in designing training strategy, policies and programs in line with operational needs;
 - To help installing 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 in identifying lessons learned and best practises in his/her respective field of competence;
- To contribute to the induction of Mission personnel as required
- To carry out any other tasks as delegated by the HoM.

Qualifications and Experience:

- Senior Law Enforcement Officer, preferably with a Gendarmerie-like police service experience;
- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training (desirable);
- Experience in planning, implementation and management of projects particularly in connection with SSR;
- To have a minimum of 7 years of police management experience, with broad professional experience, both in organizational aspects and Human Resources management;
- To have excellent interpersonal and communication skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- To be able to manage an important volume of work and to prioritize tasks;

- To possess training in Civilian Crisis Management – CEPOL (desirable);
- Previous experience in CSDP missions or international organisations would be an advantage;
- Previous work experience in Africa would be an advantage.

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)				

Position Name: Personnel Management Adviser – National Police	Employment Regime: Seconded	
Ref. Number: MA 07	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Personnel Management Adviser – National Police reports to the Strategic Adviser – National Police.

Until the deployment of the Strategic Adviser – National Police, the Personnel Management Adviser – National Police will directly report to the Head of Operations.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks:

- To act as a reference for the National Police – Personnel Management Division (Division du Personnel);
- To work in close cooperation with the Personnel Management Division (Division du Personnel):
 - To help record and review all documentation relating to National Police - Personnel management
 - To assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuration and reform process in Human Resources management, including organization of National Police – Personnel Management Division;
 - To assist in identifying priorities in restructuring National Police - Personnel management and especially help in designing training strategy, policies and programs in line with operational needs and academies capabilities;
 - To help installing 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 in identifying lessons learned and best practises in his/her respective field of competence;
- To contribute to the induction of Mission personnel as required
- To carry out any other tasks as delegated by the HoM.

Qualifications and Experience:

- Senior Law Enforcement Officer;
- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training (desirable);
- Experience in planning, implementation and management of projects particularly in connection with SSR;
- To have a minimum of 7 years of police management experience, with broad professional experience, both in organizational aspects and Human Resources management;
- To have excellent interpersonal and communication skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- To be able to manage an important volume of work and to prioritize tasks;
- To possess training in Civilian Crisis Management – CEPOL (desirable);

- Previous experience in CSDP missions or international organisations would be an advantage;
- Previous work experience in Africa would be an advantage.

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)				

Position Name: Personnel Management Adviser – National Guard	Employment Regime: Seconded	
Ref. Number: MA 08	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Personnel Management Adviser – National Guard reports to the Strategic Adviser – National Guard.

Until the deployment of the Strategic Adviser – National Guard, the Personnel Management Adviser – National Guard will directly report to the Head of Operations.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks:

- To act as a reference in the field of Personnel management for the National Guard – Personnel Office (Bureau du Personnel/Division administrative et financière);
- To work in close cooperation with the Personnel Office:
 - To help record and review all documentation relating to National Guard - Personnel management
 - To assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuration and reform process in Personnel management, including organization of National Guard – Personnel Office;
 - To assist in identifying priorities in restructuring National Guard - Personnel management and especially help in designing training strategy, policies and programs in line with operational needs and academies capabilities;
 - To help installing 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 in identifying lessons learned and best practises in his/her respective field of competence;
- To contribute to the induction of Mission personnel as required
- To carry out any other tasks as delegated by the HoM.

Qualifications and experience:

- Senior Law Enforcement Officer, preferably with a Gendarmerie-like police service experience;
- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training (desirable);
- Experience in planning, implementation and management of projects particularly in connection with SSR;
- To have a minimum of 7 years of police management experience, with broad professional experience, both in organizational aspects and Human Resources management;
- To have excellent interpersonal and communication skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- To be able to manage an important volume of work and to prioritize tasks;

- To possess training in Civilian Crisis Management – CEPOL (desirable);
- Previous experience in CSDP missions or international organisations would be an advantage;
- Previous work experience in Africa would be an advantage.

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)				

Position Name: Training Policies Adviser – Gendarmerie	Employment Regime: Seconded	
Ref. Number: MA 09	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Training Policies Adviser – Gendarmerie reports to the Strategic Adviser – Gendarmerie.

Until the deployment of the Strategic Adviser – Gendarmerie, the Training Policies Adviser – Gendarmerie will report directly to the Head of Operations.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks:

- To act as a reference in the field of training conceptual and organizational framework for the Recruitment and Training Division (Division du Recrutement et de la Formation);
- Working in close cooperation with the Recruitment and Training Division;
 - To help record and review all documentation relating to training;
 - To provide expertise to the Recruitment and Training Division in the conceptual and doctrinal framework underlying restructuration and reform process in training, including the organization of the Gendarmerie – Recruitment and Training Division;
 - To assist and advise in conceptualizing and developing training strategies, organization, methods and contents, course curricula, managing, running and evaluating training courses at academic level;
 - To assist in the provision of advice, guidance regarding training organization, methods and contents;
- To contribute in identifying lessons learned and best practises in his/her respective field of competence;
- To contribute to the induction of Mission personnel as required
- To carry out any other tasks as delegated by the HoM.

Qualifications and Experience:

- Senior Law Enforcement Officer or a civilian with experience in the organization of police training;
- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training;
- To have a minimum of 5 years of training experience, preferably with a Gendarmerie-like police service;
- To have previous professional experience as a trainer in organizational aspects of a police force (desirable);
- Experience in planning, implementation and management of projects;
- To have excellent interpersonal and communication skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- To be able to manage an important volume of work and to prioritize tasks;
- To possess training in Civilian Crisis Management – CEPOL (desirable);
- Previous experience in CSDP missions or international organisations would be an advantage;
- Previous work experience in Africa would be an advantage.

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)				

Position Name: Training Policies Adviser – National Police	Employment Regime: Seconded	
Ref. Number: MA 10	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Training Policies Adviser – National Police reports to the Strategic Adviser – National Police.

Until the deployment of the Strategic Adviser – National Police, the Training Policies Adviser – National Police will report directly to the Head of Operations.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks:

- To act as a reference in the field of training conceptual and organizational framework for the Training Directorate (Direction de la formation);
- Working in close cooperation with the Training Directorate;
 - To help record and review all documentation relating to training;
 - To provide expertise to the Training Directorate in the conceptual and doctrinal framework underlying restructuring and reform process in training, including the organization of the National Police – Training Directorate;
 - To assist and advise in conceptualizing and developing training strategies, organization, methods and contents, course curricula, managing, running and evaluating training courses at academic level;
- To contribute in identifying lessons learned and best practises in his/her respective field of competence;
- To contribute to the induction of Mission personnel as required
- To carry out any other tasks as delegated by the HoM.

Qualifications and Experience:

- Senior Law Enforcement Officer or a civilian with experience in the organization of police training;
- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training;
- To have a minimum of 5 years of training experience;
- To have previous professional experience as a trainer in organizational aspects of a police force (desirable);
- Experience in planning, implementation and management of projects;
- To have excellent interpersonal and communication skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- To be able to manage an important volume of work and to prioritize tasks;
- To possess training in Civilian Crisis Management – CEPOL (desirable);
- Previous experience in CSDP missions or international organisations would be an advantage;
- Previous work experience in Africa would be an advantage.

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)				

Position Name: Training Policies Adviser – National Guard	Employment Regime: Seconded	
Ref. Number: MA 11	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Training Policies Adviser – National Guard reports to the Strategic Adviser – National Guard.

Until the deployment of the Strategic Adviser – National Guard, the Training Policies Adviser – National Guard will report directly to the Head of Operations.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks:

- To act as a reference in the field of training conceptual and organizational framework for the National Guard Training Office/ Operations and Deployment Division (Bureau de l'Instruction/Division des Operations et de l'Emploi);
- Working in close cooperation with the National Guard Training Office:
 - To help record and review all documentation relating to training;
 - To provide expertise to the National Guard Training Office in the conceptual and doctrinal framework underlying restructuring and reform process in training, including the organization of the National Guard Training Office;
 - To assist and advise in conceptualizing and developing training strategies, organization, methods and contents, course curricula, managing, running and evaluating training courses at academic level;
- To contribute in identifying lessons learned and best practises in his/her respective field of competence;
- To contribute to the induction of Mission personnel as required
- To carry out any other tasks as delegated by the HoM.

Qualifications and Experience:

- Senior Law Enforcement Officer or a civilian with experience in the organization of police training;
- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training;
- To have a minimum of 5 years of training experience, preferably with a Gendarmerie-like police service;
- To have previous professional experience as a trainer in organizational aspects of a police force (desirable);
- Experience in planning, implementation and management of projects;
- To have excellent interpersonal and communication skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- To be able to manage an important volume of work and to prioritize tasks;
- To possess training in Civilian Crisis Management – CEPOL (desirable);
- Previous experience in CSDP missions or international organisations would be an advantage;
- Previous work experience in Africa would be an advantage.

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)				

Position Name: Planning & Evaluation Officer	Employment Regime: Seconded	
Ref. Number: MA 12	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Planning and Evaluation Officer reports to the HoM, coordinated by the DHoM/CoS.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks:

- To ensure that mission operational activities are consistently planned according to HoM's directions. To this effect, he/she contributes to develop and periodically review the Mission Implementation Plan (MIP) in coordination with other relevant organizational units;
- To help ensuring that mission operational activities are executed according to the MIP. To this effect, he/she monitors and reports on the state of play of mandate implementation, including through benchmarking, analysis of internal operational reporting and evaluation;
- To contribute to report on the outputs and outcomes of PED activities as required;
- To contribute to ensure that mission personnel is periodically updated on the progress of mission implementation;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- To contribute to the induction training of new mission personnel as required;
- To contribute to identify and report lessons and best practices within its respective field of responsibility;
- To undertake any other tasks assigned by the HoM.

Qualifications and Experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Police Management, Political Sciences, International Relations, Diplomacy, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years;
- At least 5 years of relevant professional experience, preferably in the field of SSR and/or development programming and/or project management after having completed his/her studies;
- Knowledge of the Logical Framework and other planning techniques/tools;
- Knowledge of the European Institutions and of the EU Crisis Management mechanisms;
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region;
- International experience, particularly in crisis or post-conflict areas;
- Having successfully attended crisis management related courses for senior staff is desirable;
- Excellent interpersonal and communication skills;
- Good working knowledge of the MS Office applications;

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 Positions:

Position Name: Human Rights and Gender Expert	Employment Regime: Seconded/Contracted	
Ref. Number: MA 13	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line

The Human Rights and Gender Expert reports directly to the HoM and is co-ordinated by the DHoM/CoS.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks

- Acts as focal point for all human rights and gender matters in and relating to the Mission;
- Provides advice to the HoM and to other branches of the Mission as required on all human rights and gender issues, policies and trends in the region in general;
- Establishes and maintains cooperative and effective working relationships with relevant local and international partners, regarding their human rights and gender related activities;
- Analyses the human rights situation (legal and institutional) in Mali and identify possible areas of improvement;
- Assists the Mission in mainstreaming gender and human rights in the implementation of its programs and projects;
- Contributes to the design of training for members of the Malian security forces in regards to human rights and gender concepts, international human rights standards and practices;
- Participates in the reporting procedures;
- Helps coordinate donor efforts in the field of human rights and gender ;
- Performs other duties and responsibilities as requested by the HoM

Qualifications and Experience

- Advanced university degree in law, human rights, politics or other relevant fields.
- At least 7 year experience working on Human Rights issues, preferably in an international context.
- Substantial knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice systems.
- Ability to develop projects and initiatives to promote Human Rights and accountability in the justice sector.
- Practical experience in the design of training curricula and conducting training on Human Rights issues.
- Strong analytical, planning and organisational skills and the ability to work independently with minimum supervision.
- Excellent interpersonal, communication and negotiation skills required as well as cultural sensitivity and political awareness.
- Previous experience from CSDP Missions would be an advantage.

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)				

Position Name: Legal Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 14	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Legal Adviser reports to the HoM, coordinated by the DHoM/CoS.

Core Team Tasks:

The main task of the Core Team is to plan and prepare for the respective tasks mentioned below, with a view to the establishment of the Mission.

Main Tasks:

- To provide advanced legal expertise and advice on legal issues pertaining to the Mission, its legal framework, and its mandate;
- To draft legal guidelines for the Mission in accordance with instructions of the HoM;
- To support the Mission in all legal matters related to contracts;
- To ensure his/her involvement in all relevant legal aspects of the Mission, including but not limited to operational issues and Malian legislation, contracts of employment, and other personnel management related or administrative legal issues;
- To contribute to the proper development, implementation and periodical review of Standard Operational Procedures (SOPs) within his/her field of responsibility;
- To coordinate and liaise with other components of the Mission on issues where legal expertise is required;
- To liaise with other international and Malian stakeholders on legal issues;
- To contribute to induction and other training with regard to general legal issues related to the Mission, its legal framework and its mandate;
- To conduct any other tasks and assignments at the request of the Head of Mission.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 5 years of relevant full-time professional experience as a lawyer or magistrate;
- Experience in most of: international law, procedural law, administrative law, criminal law, contract law and labour law;
- Excellent analytical skills;
- 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;
- Demonstrated ability to contribute creatively to the development of policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Knowledge of planning and implementing projects;

- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Good working knowledge in MS Office applications as well as e-mail;
- Understanding of Malian law would be desirable;
- Previous experience in CSDP missions or international organisations would be an advantage;
- Previous work experience in Africa is desirable.

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)				

Position Name: Head of Mission Support	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: MA 15	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Head of Mission Support reports for financial matters directly to the HoM while keeping the DHoM/CoS informed.

Main Tasks:

- To define the administrative requirements of the Mission including the establishment of systems for the financial management, force generation and recruitment of international and local staff, procurement of goods and services;
- To manage, prioritise and direct the work of organisational units within the Mission Support Department to ensure they support the Mission and its operational units in the execution of the Mission's mandate and tasks as set out in planning documents, the Mission Implementation Plan and instructions issued by the HoM;
- To establish sound financial management and effective internal control systems in compliance with the standards set by the European Commission;
- To co-ordinate the drafting of the Mission Budget;
- To ensure that the budget is managed in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Implementing Rules;
- To lead the staff responsible for the effective security and control of designated funds allocated to the mission and all necessary internal and external administrative functions;
- To monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as to lead the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To assist and advise the Head of Mission on finance issues;
- To give advice to Mission Management, and developing inter-unit plans in coordination, setting goals and deadlines and defining procedures and responsibilities related to Mission Support matters;
- To lead the process to define and address the global administrative requirements of the mission including, finance and budgetary requirements, human resources, procurement and logistics;
- To assist and advise, together with the appropriate professional staff, on all administrative, personnel, financial and logistical issues;
- To study and propose operational and management decisions with the objective to increase the efficiency of the Mission service;
- To produce, co-ordinate and decide about plans and reports related with the Mission activities, namely related with the organisation and administrative services;
- To co-ordinate on strategic and operative Mission support matters with internal, external and relevant EU functions;
- To undertake any other related tasks as required by the HoM.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Business

Administration, Economics, Law, Public Administration, Finance/Accounting or in a closely related field relevant to the post, where the normal duration of university education in the country awarded is four (4) years or more.

- Senior expert with minimum 2 years management experience in the field and at least 7 years of overall professional experience related to the post;
- Experience in planning and implementing projects;
- Sound experience in leading Administration, HR and Financial management activities;
- Experience in EU financial management and EU procurement rules;
- Excellent analytical, research and problem-solving skills;
- 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;
- Proficiency in MS software and a good working knowledge of IT systems in general;
- Previous experience in EU CSDP Missions or/and previous experience in the same position would be an advantage;
- Previous work experience is desirable.

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)				

Position Name: Chief of Procurement	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 16	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Procurement	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

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

Main Tasks:

- To lead, develop, manage and co-ordinate the Mission's contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide assistance to the Mission members related to all contracting and procurement matter;
- To develop professional relationships and work partnerships with EC and CPCC in the field of contracting and procurement for the Mission;
- To manage the procurement unit of the Mission;
- To undertake any other related tasks as assigned by the HoM/Head of Mission Support.

Qualifications and Experience:

- Successful completion of a full course of university studies in Law, Public Administration, Business Administration or equivalent university studies relevant to the post attested by a degree, where the normal duration of university education in the country awarded is three (3) years;
- To have a minimum of 2 years at middle management level and 5 years of relevant professional experience. Such experience must be gained after having obtained the relevant university degree.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Good working knowledge of MS Word and MS Excel;
- International experience, particularly in crisis management with multi-national and international organisations would be an advantage;
- Experience in planning and implementing projects and programmes is desirable;
- Previous experience in CSDP missions or in an EU Delegation is desirable;
- Previous work experience in Africa is desirable.

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)				

Position Name: Chief of Human Resources	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 17	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Human Resources	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

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

Main Tasks:

- To manage and co-ordinate all Human Resources matters;
- To create and update a Human Resource Policy for International and National staff in accordance with the OPLAN and Standard Operating Procedures;
- To update and follow the deployment plan of the Mission members on a constant basis;
- To provide advice and support to the HoM and D/HoM, line managers as well as all staff members on Human Resources related matters;
- To create, manage and follow up the personnel database, lists and files for the Mission members as well as to provide statistics and figures about Mission members;
- To organize and to put into practice the Mission's transparent and merit based recruitment and selection process of qualified applicants for the vacant positions for all international and national Mission members in accordance with the CPCC Staff Selection Procedures;
- To manage the HR administration according to applicable rules and regulations and best practises;
- To establish the guidelines for transparent and objective performance assessment and evaluation system for the Mission;
- To be responsible for weekly, monthly and six months reports concerning all Human Resources and personnel issues;
- To liaise with CPCC and the European Commission on Human Resources related matters;
- To develop and implement the existing personnel administration rules for CSDP operations;
- To supervise all special projects related to Human Resources;
- To co-ordinate with the relevant functions in relation to personnel disciplinary and code of conduct matters;
- To undertake any other tasks assigned by the HoM/Head of Mission Support.

Qualifications and Experience

- Completion of a full course of university studies attested by a degree in Human Resources, Social Sciences, Business or Public Administration, Law or closely related field, where the normal duration of university education in the country awarded is three (3) years or more;
- To have a minimum of 2 years at middle management level and 5 years of relevant professional experience in human resources and/or administration management experience or equivalent, with broad professional experience, in legal, administrative and operational aspects of human resources and training. Such experience must be gained after having obtained the relevant degree;
- Good working knowledge of MS Office;
- Experience in planning and implementing projects is essential;
- Previous experience in CSDP missions would be an advantage;
- Previous work experience in Africa would be an advantage.

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)				

Position Name: Chief of Logistics	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 18	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Logistics	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

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

Main Tasks:

- To lead logistics, support facility management, transportation and services management in a cost efficient approach while ensuring delivery of necessary services to contribute to the objectives of the Mission;
- To ensure that the Mission is cognisant of the logistical requirements related to operational decisions and the efficiencies and time constraints necessary;
- To advise the Senior Mission Security Officer of logistical requirements in relation to Contingency Plans;
- To administer lease contracts of all rented premises and any other general service related contracts;
- To develop Standard Operating Procedures (SOPs) related to Logistics support facility management, transportation and services management;
- To maintain asset registers of all mission assets ensuring contribution/compliance by all Mission sub units such as CIS, Security etc;
- To ensure acceptance/rejection status on goods, inspection reports or discrepancy reports on equipment entering the Mission;
- To liaise with the procurement department as necessary in the preparation of tenders with particular reference to the preparation of technical specifications;
- To organise the appropriate storage and rotation of any stock held and also the disposal of same if and when considered appropriate in line with the rules for such disposal;
- To undertake any other tasks assigned by the HoM/Head of Mission Support.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Transport, Logistics, Engineering or Administration, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;
- or**
- Successful completion of a full course of university studies attested by a degree in Transport, Logistics, Engineering or Administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;
 - To have a minimum of 2 years at middle management level experience in Logistics, Support Services, Transportation or Technical Support. Such experience must be gained after having obtained the relevant degree;
 - Capacity to foresee needs, plan and delineate strategies for maximizing resources;
 - To have previous experience leading a multifunctional team;

- Excellent computer skills particularly in the area of spreadsheets and presentation;
- Previous work experience in Africa would be an advantage;
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2) advantageous;
- International experience, particularly in crisis areas with multinational and international organizations will be an asset.

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)				

Position Name: Chief of Finance	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 19	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Finance	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

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

Main Tasks:

- To ensure the sound and effective financial management of the Mission;
- To establish and implement financial procedures and accounting systems according to the sound financial management principle and in line with the European Union Financial Regulation and its Implementing rules and Mission contractual obligations;
- To develop policies (prepare Standard Operating Procedures) for the control of the EU finances, in close cooperation with the Finance Officer;
- To develop policies (prepare SOPs) for accounting;
- To define procedures for accounts, payments, petty cash, claims and other financial functions in a multicurrency system;
- To define procedures for payroll, in close cooperation with the Chief of Human Resources;
- To verify the legality and the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To ensure the reporting (in particular of monthly, interim and final financial report to the European Commission), verifying the integrity of accounts, their accuracy and their on-time delivery;
- To monitor expenditures on budget execution, and to make recommendations for corrective actions to the budget if needed;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To provide sound financial advice to the Head of Mission Support, assisting in the formulation of financial strategies for the Mission;
- To identify risk areas and takes measures for limiting financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperate on financial issues with the European Commission;
- To support the Head of Mission Support in the setting up and running of accounting, payroll and management information systems;
- To identify needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement;
- To manage the team of the finance section;
- To maintain any financial control as appropriate and tasked by the Head of Mission Support;
- Undertakes any other tasks assigned by the HoM / Head of Mission Support.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Finance, Business Administration, Economics, where the normal duration of university education in the country awarded

is three (3) years or more;

- To have a minimum of 2 years at middle management level and 5 years of relevant professional experience. Such experience must be gained after having obtained the relevant degree;
- Knowledge of accounting software;
- Excellent analytical, research and problem-solving skills;
- Proficient in using MS Office software (especially in Excel) , intranet, internet, and computerized financial systems;
- To have an excellent level of English and proven experience in reporting and drafting of memoranda and procedures;
- International experience in crisis areas with multinational and international organizations would be an advantage;
- Proven knowledge of EU budget procedures and financial management rules would be an advantage.
- Previous experience in CSDP missions or other international civilian deployment (EU, UN, OSCE) would be an advantage;
- Previous work experience in Africa would be is desirable.

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)				

Position Name: Chief of CIS	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 20	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/CIS	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Chief CIS reports to the Head of Mission Support.

Main Tasks:

- To support and advise the Head of Mission Support (and others in Mission management if required) on all communication and information systems matters;
- To manage all CIS equipment telephones, radios, servers, network and software equipment and applications with respect to installation, systems support, maintenance and to coordinate the standardisation of computer hardware and software within the Mission;
- To support in designing, implementing and maintaining LAN/WAN networks and to ensure their maintenance such that the Mission is provided with appropriate e-mail, internet access, file sharing and data backup services;
- To supervise the research and evaluation of goods, services and new technologies as required, to make recommendations on their deployment and to supervise the preparation of technical specifications in collaboration with procurement section where necessary;
- To ensure value for money and budget control/ accountability in all areas of CIS spending with particular reference to service level agreements, telephone costs, equipment maintenance and replacement;
- To support the implementation of appropriate security measures to protect the missions CIS infrastructure from electronic attacks;
- To identify, develop and implement training needs related to CIS as required;
- To establish the necessary technical liaison and coordination with other international organizations in the Mission area;
- To establish, propose and monitor the efficiency of Standard Operating Procedures (SOPs)/Internal Guidelines containing policies and directives relating to all CIS issues;
- To undertake any other related tasks as assigned by the HoM/Head of Mission Support.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Communication Information Systems, ICT or Technical Specialisation in Engineering, Communications or other relevant degree, where the normal duration of university education in the country awarded is three (3) years or more;
- To have a minimum of 2 years at middle management level and 5 years of overall professional experience. Such experience must be gained after having obtained the relevant degree;
- A minimum of 3 years of experience in practical management of complex information and communication technology infrastructure and systems including maintenance and operation;
- Advanced knowledge and experience in the installation management and configuration of servers (Microsoft/Linux), workstations, firewalls, routers, switches and other network equipment(relevant certifications are an advantage);
- Knowledge and experience in communications hardware and software in the areas of VHF, UHF, HF, Satellite systems (Thuraya and Iridum), GSM, PBX, VoIP, VTC SIP services;

- Strong knowledge and practical experience in information security (CISSP Certification is desirable);
- Expert level of problem solving and analytical ability to analyse IT and communications issues;
- Experience in drafting procedures for the use and management of computer systems and networks;
- Experience in project management (ITIL desirable);
- International experience, particularly in crisis areas with multi-national and international organizations is desirable;
- Previous experience in CSDP missions would be an advantage;
- Previous work experience in Africa is desirable.

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)				

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

Reporting Line:

The Procurement Officer reports to the Chief of Procurement.

Main Tasks:

- To carry out procurement and contracting processes;
- To use established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted by the CSDP mission;
- 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 different departments in the Mission in relation to procurement matters;
- To assist in the development of internal Mission procurement procedures;
- To develop professional relationships and work partnerships with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To undertake any other related tasks as assigned by the Chief of Procurement or Head of Mission Support.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Economics, Finance or closely related field, where the normal duration of university education in the country awarded is three (3) years or more;
- To have at least 3 years of professional experience in procurement. Such experience must be gained after having obtained the relevant degree;
- Knowledge of the EU financial rules;
- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures;
- Good drafting and reporting skills;
- Good working knowledge of MS Office software;
- Previous experience in CSDP missions or in EU Delegations would be an advantage;
- Previous work experience in Africa would be desirable.

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)				

Position Name: Human Resources Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 22	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Human Resources	Level of Security Clearance: EU Restricted	Open to Invited Third States: No

Reporting Line:

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

Main Tasks:

- To provide necessary expertise in the field of Human Resources to support the conduct of the Mission;
- To identify recruitment needs and specify necessary requirements for posts to prepare the Mission organisational structure;
- To develop Mission job descriptions and deployment plan;
- To organise, in coordination with CPCC, the recruitment and selection process of qualified experts for vacant positions for all international experts through Calls for Contribution;
- To develop Mission HR policies and procedures in line with CSDP best practice for standards, policies and procedures;
- To set up transparent recruitment procedures for national staff;
- To prepare necessary steps for deployment of personnel and to develop job descriptions, contracts, letters of appointment;
- To set up a system for all records related to personnel in accordance with EC standards of data protection;
- To set up a system to record staff members' attendance, leave, etc.;
- To ensure daily management of the documentation and correspondence concerning arrivals, deployments, redeployments, extensions and repatriations;
- To establish Mission guidelines for a transparent and objective performance assessment and evaluation system of staff members;
- To contribute to the development of the operational planning documents;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to Mission external reporting as required;
- To contribute to the induction training of new Mission personnel as required;
- To contribute in identifying and reporting lessons learned and best practices within his/her respective field of responsibility;
- To undertake any other job-related tasks as assigned by the Chief of Human Resources / Head of Mission Support.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Law, Human Resources, Business Administration or closely related field, where the normal duration of university education in the country awarded is three (3) years or more;
- To have at least 3 years of professional experience in Human Resources. Such experience must be gained after having obtained the relevant degree;
- Experience in international administrative and operational aspects of human resources are desirable;

- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Previous experience in CSDP missions would be an advantage;
- Previous work experience in Africa would be an advantage;
- Knowledge of the cultural and security situation of the Mission area or other areas within the same geopolitical region is desirable.

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)				

Position Name: Logistics/Transportation Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 23	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Logistics	Level of Security Clearance: EU Restricted	Open to Invited Third States: No

Reporting Line:

The Logistics/Transportation Officer reports to the Chief of Logistics.

Main Tasks:

- To be responsible for the capability, provision and management of the motor vehicle fleet of the Mission;
- To outsource the vehicle maintenance for the whole fleet, monitor the overall performance of the workshop and ensuring appropriate maintenance, quality control of repairs, and safety condition of the vehicles;
- To identify and monitor the requirement for spare parts, specific tools and special equipment necessary for a efficiency of maintenance;
- To propose the withdrawal of vehicles from service, if they are not considered to be roadworthy;
- To conduct accident damage assessments, process vehicle accident reports, participate in Boards of Inquiry and raise Damage Discrepancy Reports as required;
- To prepare reports and make recommendations as necessary on various transport matters within her/his area of competence;
- To develop and conduct a Mission driving orientation briefing to ensure that all Mission members (local employees, international staff, and drivers alike) are adequately familiarized on the 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 plan, organize, supervise and manage the work within the transportation section;
- To be responsible for 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);
- To ensure fleet roadworthiness through effective vehicle maintenance;
- To control the cost of maintenance of the vehicle fleet and ensure compliance with the provisions of contracts concluded with the external contractors for parts and maintenance;
- To provide advice, support and train the managers and staff on transport related matters and guidelines;
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members;
- To assist the Chief of Logistics and the procurement unit in sourcing air transport and logistic shipping movement resources as required;
- To liaise with forwarder agencies as required with respect to provision of movement resources;
- To undertake any other job-related tasks as assigned by the Chief of Logistics or Head of Mission Support.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Transport, Logistics, Engineering or Administration, where the normal duration of university education in the country

awarded is three (3) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;

or

- Successful completion of a full course of university studies attested by a degree in Transport, Logistics, Engineering or Administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;
- Proficiency in use of standard Microsoft Office package, maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- International experience, particularly in crisis areas with multinational and international organisations will be an asset;
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2) advantageous;
- Previous experience in CSDP missions would be an advantage;
- Previous work experience in Africa is desirable.

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)				

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

Reporting Line:

The Finance Officer reports to the Chief of Finance.

Main Tasks:

- To ensure the sound and effective financial management of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Financial Accounting Officer and 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 authorizing financial transactions (i.e. commitments and payments);
- To ensure the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To assist in the formulation of financial strategies for the Mission;
- To identify areas of risk and takes appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and co-operate on financial issues with the EU institutions;
- To identify needs of goods and/or services required for improving the efficiency of the unit and help defining them for procurement;
- To assist the Chief of Finance in drafting the Mission budget;
- Undertakes any other related tasks as assigned by the Chief of Finance or Head of Mission Support.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Finance, Business Administration, Economics or closely related field, where the normal duration of university education in the country awarded is three (3) years or more or a professional accountancy qualification;
- Minimum of 3 years of relevant professional experience is required. Such experience must be gained after having obtained the relevant degree;
- Excellent analytical, research and problem-solving skills;
- Proficiency in MS software, especially Excel;
- Experience of working with accounting software systems;
- Be familiar with the EU financial regulations;
- International experience, particularly in crisis areas with multinational and international organisations will be an asset;
- Previous experience in CSDP missions or other international civilian deployment would be an advantage;
- Previous work experience in Africa would be desirable.

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)				

Position Name: CIS Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 25	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/CIS	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The CIS Officer reports to the Chief of CIS.

Main Tasks:

- To support and advise the Chief of CIS on communication and information system matters related to the Mission;
- To identify requirements in the CIS unit, prepare requests for replenishment and procurement proposals, assist in the drafting of technical specifications for ICT related services;
- To advise the Chief of CIS in order to ensure to maintain an adequate stock of equipment and spares, and organize repair and replacement of equipment as necessary to maintain operational readiness;
- To assist in the deployment, installation, maintenance, and support all the IT architecture of the Mission;
- To advise and assist the Chief of CIS in order to ensure the management of the Data Recovery Plan for the systems;
- To assist in the Implementation of tasks related to ICT security policies;
- To act as crypto-custodian if required;
- To keep accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the administration;
- To produce precise reports concerning communication issues and recommendations for improvements;
- To assist the Chief of CIS in establishing Standard Operating Procedures (SOPs) related to all office automation and communication issues;
- To undertakes any other related tasks as required by the Chief of CIS or Head of Mission Support.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in ICT or Technical Specialization in Engineering or other relevant degree, where the normal duration of university education in the country awarded is three (3) years or more;
- A minimum of 3 years of experience in management of complex information and communication technology infrastructure and systems including maintenance and operation;
- Strong knowledge and practice of ICT architecture in crisis areas;
- System administrator with experience in the Microsoft environment, Server 2008, Exchange 2010, Office 2007, preferably with a relevant and official Microsoft certificate;
- Advantageous to have a knowledge and experience in communications hardware and software in the areas of VHF, UHF, HF, Satellite systems (Thuraya and Iridum), GSM, PBX, VoIP, VTC SIP services.
- Advantageous to have a knowledge and practice in information security (CISSP Certification is desirable);
- Good level of problem solving and analytical ability to analyse IT and communications issues;

- Experience in drafting procedures for the use and management of computer systems and networks an advantage
- Demonstrated project management skills (ITIL desirable);

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)				

Position Name: Medical Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 26	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Medical	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Medical Advisor reports to the Head of Mission Support.

Main Tasks:

- To assist and advise the HoM and Head of Mission Support on all medical/welfare matters;
- To plan, analyse, design and maintain a program to implement all aspects of the medical needs of the Mission;
- To provide, asked and unasked, the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To provide medical guidance and counselling to all staff members either present at HQ or elsewhere in theatre;
- To co-ordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To develop, organise and monitor the provision of primary care and first aid to the Mission personnel in close coordination with regional health care providers and within means and capabilities;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if EU staff members are in need of (advanced) medical treatment due to illness or an emergency, e.g. RTA, in close cooperation with the medical practitioner in attendance;
- To co-ordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member in close cooperation with all involved health care providers and the mission's insurance company;
- To organize the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To co-ordinate and perform Medical Briefings and First Aid Training for all incoming Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunizations;
- To gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To implement all aspects of medical needs of the Mission after formal approval by the HoM;
- To establish professional contacts with EU personnel from all levels throughout the areas of operation;
- To be integrated in all operational planning and maintain a detailed understanding of both current and future plans;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the HNS and others and regularly issue an updated list of available MTF in the areas of operation;
- To establish and regularly update a medical emergency plan in coordination with all relevant elements of Mission, international, civilian and military organizations in the areas of operation;
- To ensure that the contents of all Mission First Aid and Trauma Kits are sufficient.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Medicine from a recognised Medical School having a license to practice medicine;
- Preferably an ATLS trained General Practitioner (GP) and having extensive knowledge of tropical medicine and emergency medicine;
- To have a minimum of 7 years of relevant professional experience and at least 2 years of experience in a managerial position. Such experience must be gained after having obtained the relevant degree;
- Minimum 3 years of experience in medical planning and administrative procedures, including experience in mass casualty situations planning/major incident medical management and support (MIMMS course desirable);
- Experience in assessing medical facilities, even under difficult conditions abroad;
- Interpersonal skills, capable of working with people from various backgrounds;
- International civilian and/or military experience, particularly in crisis areas with multi-national and international organisations is essential;
- Previous experience in CSDP missions would be an advantage;
- Flight Medical and/or MEDEVAC experience is desirable;
- Previous work experience in Africa is desirable.

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)				

Position Name: Administration Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 27	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Administrative Officer reports to the Head of Mission Support.

Main Tasks:

- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures (SOP's) and guidelines in Mission Support;
- To assist the Head of Mission Support in scheduling Mission Support related activities;
- To do, if required, due diligence and verify reports, data and information in the Mission Support reporting structure;
- To administer and distribute relevant reports and required information to internal and external functions;
- To write minutes of meetings and follow up on tasks within the Mission Support (MS) unit;
- To co-ordinate internal communication within Mission Support and organise meetings and presentations;
- To draft a variety of letters, memoranda, reports, and other documents;
- To maintain office services by assisting the Head of Mission Support in organising office operations and procedures, controlling correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions etc;
- To be responsible for the effective and appropriate management of the Mission records and Archives;
- To facilitate the development of filing systems and maintaining these to meet administrative, legal and financial requirements;
- To contribute to the design and implementation of policies, procedures and infrastructure to support an integrated organisational wide records management approach and system;
- To undertake any other duties related to his/her assignment as assigned by the Head of Mission Support.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Business Administration or other relevant degree, where the normal duration of university education in the country awarded is three (3) years or more;
- Minimum of 5 years professional experience which incorporates at least 3 years of administrative experience;
- Knowledge and application of records management practices including an understanding of computerised records management systems;
- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- Proficiency in all MS Office applications, internet and email;
- Strong reporting skills;

- 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;
- International administrative experience, particularly in crisis areas with multi-national and international organisations is desirable;
- Previous experience in CSDP missions is desirable;
- Knowledge of EU financial regulations is desirable;
- Some management experience is desirable.

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)				

Position Name: Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: MA 28	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Security	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM) to whom he/she reports, the SMSO manage the security and safety of the Mission staff deployed to the areas of operation through the design and implementation of appropriate security policies and procedures.

Main Tasks:

- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security matters that affect the mission, its assets, personnel and information;
- To manage and supervise the Mission's Security Office, including all its operational units and staff as per the relevant Annex of the OPLAN, providing instructions and support;
- To provide advice and assistance, and implement measures related to security matters on all aspects the Mission's work have security and safety implications;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission security plans, including relocation/evacuation as well as an effective warden and movement of personnel system;
- To coordinate the drafting of security policies and procedures, related to security issues (i.e. SOPs and Contingency Plans);
- To be responsible for the protection of EU classified information (EUCI) within the mission and thereby ensuring information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning for all field visits - providing timely advice and guidance to mission members as required;
- To provide comprehensive security induction training to new mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that the contracted security guard force meets assigned performance standards;
- To supervise the recruitment of new staff to the Mission Security Office(s);
- To monitor and assess the security situation and make security analyses, recommendations and reports;
- To ensure personal security advice is given to members of mission staff as required;
- To ensure effective system of security reviews in relation to the Mission's property and buildings and recommend changes if necessary;
- To identify staff training needs in security related areas, in line with standards set by the EEAS Security Policy and supporting documents;
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available;
- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary;
- To alternate with the DSMSO, be available to deploy 24/7, to give security direction, instigate follow up

action and set priorities that deal effectively with unforeseen/unexpected security events or incidents;

- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure the policy on security clearances for Mission staff is correctly applied;
- To liaise with the CPCC COS Office (Missions Security Coordinator) on all matters foreseen by the EEAS Field Security Policy and supporting documents;
- To undertake any other related tasks as required by the HoM.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 6 years of relevant and proven full-time professional experience;

or

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;

or

- Equivalent education in Police/Military and at least 12 years of relevant and proven full-time professional experience.
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Minimum of 10 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police. Such experience must be gained after having obtained the relevant degree;
- 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;
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Excellent knowledge of the Mission area and potential security threats;
- Civilian driving license class B and C mandatory;
- Previous work experience in Africa would be an advantage.
- The successful completion of the Mission Security Officer Certification Course is desirable.

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)				

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 29	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Security	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

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

Main Tasks:

- To implement security requirements for EU-led civilian crisis management operations;
- To assist the Senior Mission Security Officer (SMSO) in the development of the Mission Security Plan and all supporting security and safety instructions and procedures;
- To assess the security situation and maintains updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice;
- To conduct or initiate security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings to new staff with regard to safety and security issues and ensures that all staff is properly prepared for emergencies;
- To establish liaison as directed and co-operates closely with international organisations and national law enforcement agencies or other authorities in the member states and third states that the Mission might operate alongside;
- To provide comprehensive reports to the SMSO on any incidents affecting Mission staff and initiates necessary follow up action with the appropriate authorities;
- To generate and elaborate precise and accurate reports on information received that impacts upon the Mission, providing appropriate analyses and assessment of all pertinent information;
- To produce briefings and presentations relating to their sphere of work for the benefit of the Mission;
- To assist in the definition and implementation of the security and safety instructions for the Mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation;
- To report and assist the SMSO on the security level and state of alert for the Mission staff;
- To provide assistance and appropriate response to Mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases;
- To travel to high risk areas and conduct security duties;
- Undertakes any other tasks as assigned by the SMSO in support of the objectives of the Mission.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 6 years of relevant and proven full-time professional experience;

or

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;

or

- Equivalent education in Police/Military and at least 10 years of relevant and proven full-time professional experience.
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police. Such experience must be gained after having obtained the relevant degree;
- 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;
- International experience of an ESDP/CSDP together with experience of multi-national and international organizations / Missions would be an advantage;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Civilian driving license class B and C mandatory;
- Previous work experience in Africa is desirable;
- The successful completion of EU Mission Security Officer Certification Course is desirable.

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)				

Position Name: Mission Security Analysis Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 30	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Security	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

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

Main Tasks:

- To assist the SMSO/DSMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- To assess the security situation and analyse all relevant information;
- To generate and elaborate precise and accurate reports on information received that impacts the Mission, providing appropriate analyses and assessment of all pertinent information;
- To produce incident based security and travel advisories;
- To prepare, analyse and distribute daily, weekly, monthly working papers;
- To prepare security incident background papers;
- To produce long term assessments, forecasts of the upcoming security situation;
- To assist the SMSO in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission staff and assets within the Mission area;
- To conduct risk analysis and threat assessments regarding security developments in the area of operations;
- To conduct interviews and threat/risk assessments on persons/assets;
- To provide briefings to new staff members on the Mission wide security situation;
- To ensure the quick dissemination of security related information;
- To assist and support the Information Security Officer in the management of EUCI and to act on his behalf in his/her absence;
- To maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice;
- To conduct or initiate security surveys of Mission member's personal protective security requirements, transport security, residential and office security.
- To provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies.
- To establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside.
- To provide assistance and appropriate response to Mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- To undertake any other tasks assigned by the SMSO/DSMSO in support of the objectives of the Mission.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 6 years of relevant and proven full-time professional experience;
- or**
- Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;
- or**
- Equivalent education in Police/Military and at least 10 years of relevant and proven full-time professional experience.
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police. Such experience must be gained after having obtained the relevant degree;
- Ability and experience in collecting, assessing, analysing and reporting data related to security;
- Excellent analytical skills;
- Successful completion of the EU Mission Security Officer Certification Course (desirable);
- 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;
- International experience of an ESDP/CSDP together with experience of multi-national and international organizations / Missions would be an advantage;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Civilian driving license class B and C mandatory;
- Previous work experience in Africa would be an advantage;
- The successful completion of EU Mission Security Officer Certification Course is desirable.

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)				

Position Name: Engineer	Employment Regime: Seconded/Local Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 31	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Engineer reports to the Head of Mission Support.

Main Tasks:

- To assist, analyse and advise on the planning, design, construction and maintenance of major systems physical security measures and facilities such as buildings, waste disposal systems, flood control systems, water treatment facilities, and related structures and other engineering activities in the field needed for the logistics support of the mission adhering to European best practices and standards;
- To liaise with Mission Security Office on technical specifications of security related projects;
- To provide detailed technical specifications as required for tender purposes to procurement section, take part in site visits and assist in the technical evaluation of bids and the compilation of negotiation reports;
- To supervise and oversee any major construction/maintenance works being carried out within the mission from the point of view of standards of workmanship/materials used and safety procedures employed.
- Recommend solutions to unusual engineering problems that may arise during the project implementation phase
- To develop policies and procedures to ensure efficient levels of maintenance of mission premises in general, and the mechanical and electrical systems installed in buildings in particular, in accordance with CFSP Facility Management Guidelines.
- To establish, maintain and provide documentation for the inspection of all frequently used spaces throughout the Mission facilities and to draft and provide written reports on findings in the field of general maintenance and assessment of the mission needs;
- To ensure that the activities for which he/she is responsible are consistently planned and executed and regularly reported on;
- To evaluate, review and revise project documentation and analyze design specifications included in project proposals for accuracy, soundness, feasibility and cost;
- To conduct technical studies on engineering topics, developing guidelines for the general planning and maintenance of programmes and facilities;
- To be responsible for the technical elements of water, gas, electric and related supplies;
- To be responsible for the technical specification of Cleaning Services within the premises including waste service;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- Contributes to mission external reporting as required;
- Contributes to the induction training of new mission personnel as required;
- Undertake any other tasks assigned by the Head of Mission Support.

Qualifications and Experience:

- University degree in Mechanical, Civil, Structural or Electrical Engineering or related fields.
- To have a minimum of 3 years of experience in premises design/maintenance and minimum 3 years supervisory experience;
- Experience in managing physical security projects is desirable
- High degree of personal initiative and ability to accept responsibilities in the relevant field;
- Demonstrated effectiveness in developing logistic plans, policies, procedures and new programs;
- Demonstrated fiscal awareness;
- Ability to provide technical and procedural advice in a broad range of engineering areas;
- Ability to develop, maintain and supervise accountability systems for materials and services;
- Ability to deploy to remote locations on short notice for limited duration;
- Ability to manage and mentor a multicultural and multifunctional technical team demonstrating leadership;
- Excellent communication skills (spoken, written and presentational), including ability to present sensitive issues/positions and to write reports and engineering decisions;
- Knowledge of AutoCAD software is desirable;
- Ability to design and operate common database software, spreadsheet and project management applications;
- Ability to define and extract management information for engineering support;
- International experience, particularly in crisis areas with multinational and international organizations would be an advantage;
- Previous work experience in Africa is desirable.

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)				

Position Name: HR and Administration Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted:
Ref. Number: MA 32	Location: Brussels	Availability: As soon as possible
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Secret	Open to Invited Third States: No

If selected under contacted regime the candidate shall be offered an employment contract of definite duration under the provisions of the law in Belgium.

Reporting Line:

The HR- and Administration Officer BSE is co-located at the EEAS/CPCC in Brussels and functionally co-operates closely with the Mission Administration Team.

Main Tasks:

- Prepare the Calls for Contributions and participate in its distribution;
- In coordination with the EEAS/CPCC, participate in the recruitment, selection, deployment and rotation of international seconded staff; process applications and maintain rosters and databases as appropriate;
- Participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate;
- Establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission;
- Apply Human Resources/Personnel Policies and Procedures;
- Advise in preparation of Job Descriptions;
- Advise in the development of human resources and admin-related Standard Operating Procedures;
- Implements the staff selection policies and processes job applications as per CPCC rules;
- Maintain records related to the staff selection;
- Advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- Provide briefings, advice and assistance on human resources and other administrative issues to Mission Management;
- Participate in the process of improving recruitment channels for international staff;
- Participate in the assessment of the costs of covering the needs of the Mission, liaising with the Commission and Contributing States;
- Participate in the preparation of administration related plans and reports;
- Perform other related tasks as required.

Qualifications and Experience:

- University degree of three years attested by a diploma in Human Resources, Law, Business Administration, Social Sciences or related field;
- Minimum of 5 years of overall relevant professional experience out of which 3 years in Human Resources or other fields of mission support;

- Postgraduate studies or advanced training in European studies would be an advantage;
- Professional experience from/with international organisations (e.g. EU, UN, OSCE or NATO) and crisis management/ peacekeeping operations would be an advantage;
- Knowledge of the Belgian Social Security system would be an advantage.
- Familiarity with mission support of CSDP missions is desirable;
- Very good ability to operate Windows application is desirable.

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)				