

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Capacity Building Mission in Mali (EUCAP Sahel Mali)

Organisation:	European Union Capacity Building Mission in Mali (EUCAP Sahel Mali)			
Job Location:	Bamako			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u>			
	MA 08	Personnel Management Adviser - National Guard	Bamako	ASAP
	MA 10	Training Policies Adviser - National Police	Bamako	ASAP
	MA 11	Training Policies Adviser - National Guard	Bamako	ASAP
	<u>Seconded/Contracted</u>			
	MA 14	Legal Adviser	Bamako	ASAP
	MA 15	Head of Mission Support	Bamako	ASAP
	MA 19	Chief of Finance	Bamako	ASAP
	MA 20	Chief of CIS	Bamako	ASAP
MA 25	CIS Officer	Bamako	ASAP	

Deadline for applications:	Close of business on Friday 23 May 2014 at 1700 Brussels time
E-mail address to send the Job Application Form:	cpcc-mali@eeas.europa.eu
Information:	<p style="text-align: center;">For more information relating to selection and recruitment, please contact Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;">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.

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.

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.

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: 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 – 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)				

Seconded/contracted Positions:

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 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: CIS Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Assistant Level (MSAL)
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 assist 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 assist 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:

- Level of secondary education attested by a diploma giving access to post-secondary education in information systems, information technology, computer science or a closely related field with at least 6 years of relevant and proven full-time professional experience;
- 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)				