

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union CSDP Mission in Mali (EUCAP Sahel Mali) 3-2017 Call for Contributions</b>
---

<b>Organisation:</b>	<b>European Union CSDP Mission in Mali (EUCAP Sahel Mali)</b>			
<b>Job Location:</b>	<b>Bamako</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Seconded</u> (24 positions)</b>			
	MA 05	Senior Liaison and Coordination Officer	Bamako	31 Dec 2017
	MA 06	Human Resources and Personnel Management Adviser – Gendarmerie	Bamako	06 Apr 2018
	MA 08	Human Resources and Personnel Management Adviser – National Guard	Bamako	16 Feb 2018
	MA 09	Training Policies Adviser – Gendarmerie	Bamako	ASAP
	MA 34	Executive Assistant to the Head of Mission	Bamako	ASAP
	MA 35	Chief of Strategic Advice	Bamako	01 Dec 2017
	MA 36	Chief of Training	Bamako	21 Nov 2017
	MA 38	Human Resources and Personnel Management Adviser – National Police	Bamako	ASAP
	MA 40	Mission Analysis Capacity (MAC) Analyst	Bamako	ASAP
	MA 44	Reporting Officer	Bamako	ASAP
	MA 47 MA 48	Trainer Community Policing/Basic Intelligence (2 posts)	Bamako	31 Dec 2017 05 Dec 2017
	MA 50 MA 62	Trainer Criminal Investigation/Counter-Terrorism (2 posts)	Bamako	31 Dec 2017 02 Mar 2018
	MA 52	Trainer Management/Deontology	Bamako	13 Dec 2017
	MA 53	Trainer Public Order/Professional Intervention	Bamako	23 Feb 2018
	MA 54 MA 65	Trainer on Human Resources Management (2 posts)	Bamako	16 Nov 2017 ASAP
	MA 55 MA 132	Cooperation Coordination/Civil Society Expert (2 posts)	Bamako	ASAP
	MA 71	Trainer Forensics	Bamako	ASAP
	MA 93	Trainer of Border Security	Bamako	ASAP

	MA 111	Trainer Operational Management	Bamako	ASAP
	MA 113	Trainer on Human Rights and Gender	Bamako	ASAP
	<b><u>Seconded/Contracted</u></b> (10 positions)			
	MA 22	Human Resources Officer	Bamako	ASAP
	MA 29	Mission Security Officer	Bamako	05 Apr 2018
	MA 59	Human Resources and Personnel Management Adviser – Gendarmerie	Bamako	06 Mar 2018
	MA 60	Adviser to the Ministry of Security and Interior	Bamako	ASAP
	MA 73	Information Security Officer	Bamako	ASAP
	MA 79	Mission Security Operations Room Manager	Bamako	ASAP
	MA 80	Project Contracts Management Officer	Bamako	ASAP
	MA 101	Verification Officer	Bamako	ASAP
	MA 126 MA 127	Armed Protection Operator ( 2 posts)	Bamako	ASAP

<b>Deadline for applications:</b>	<b>Thursday 12 October 2017 at 17:00 Brussels time</b>
<b>E-mail address to send the Job Application Form:</b>	<a href="mailto:cpcc-mali@eeas.europa.eu">cpcc-mali@eeas.europa.eu</a>
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Ms Carmen EPURE</b> <a href="mailto:carmen.epure@ext.eeas.europa.eu">carmen.epure@ext.eeas.europa.eu</a>

**EUCAP Sahel Mali** bears a High Risk Non-Family Mission status due to the present risk rating of the mission area as high. As such, international seconded and contracted Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

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

**Contracted Personnel** – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates. A seconded staff member of EUCAP Sahel Mali is eligible to apply for a contracted post only if his/her secondment will end within three (3) months from the deadline for applications and if his/her request for extension of the secondment has not been supported by the relevant State or EU Institution.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English or French language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

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

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUCAP Sahel Mali, according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

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

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

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

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

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

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## II. REQUIREMENTS

### II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

#### 1. Education and Training

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

#### 2. Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

#### 3. Skills and abilities

**Language Skills<sup>2</sup>** – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

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

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

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

**Driving Skills** – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

### II.B Desirable Requirements

**Knowledge of the Mission area** – The candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

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

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

---

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

<sup>2</sup> Common European Framework of References for Languages

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

**Driving Licence** - Category C driving licence.

### **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

**Passport** – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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

**Education diploma(s)/certificate(s) or/and professional certificate(s)** – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

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

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

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

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

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

### **IV. ADDITIONAL INFORMATION**

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

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

**Selection Process** – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing Third States will bear any related costs.

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

**Information on the Outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

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

## SECONDED

<b>Position Name:</b> Senior Liaison and Coordination Officer	<b>Employment Regime:</b> Secoded	
<b>Ref. Number:</b> MA 05	<b>Location:</b> Bamako	<b>Availability:</b> 31 December 2017
<b>Component/Department/Unit:</b> Head of Mission/ Deputy Head of Mission Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Liaison and Coordination Officer reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Co-Ordination and Co-operation Unit, in accordance with the OPLAN and relevant planning documents;
- To oversee the mapping, assessment and review of bilateral and multilateral assistance in the areas covered by the Mission's mandate;
- To supervise the Mission's coordination and cooperation activities with local, EU and international counterparts;
- In close liaison with the Head of Mission office and Head of Operations, to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication in the areas covered by the Mission's mandate and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To supervise the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational representatives if applicable;
- To supervise the Coordination and Cooperation Unit input to the development and regular updating of the Mission Implementation Plan;
- To supervise the Coordination and Cooperation Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's operational activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To contribute to the induction of Mission's personnel as required;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To facilitate the interaction between the Mission members on one hand and bi-lateral and multilateral actors on the other, in their respective areas of expertise and activity;
- To support the Mission's contribution to the EU regional approach notably by providing information on the state of play of activities implemented by the international actors in support of the Malian ISF, through the Sahel Regional Action Coordination Adviser;
- To contribute to Mission's external reporting;
- To develop guidelines to ensure coherence and coordination of Mission's contacts with international actors.

#### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; **AND**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

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

- Knowledge of EU structures, in particular its funding instruments;
- Knowledge of international donors in the SSR sector;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

#### 6. Desirable Qualifications and Experience

- A minimum of 3 years of management experience;
- Knowledge and experience of leading multi-thematic and multi-layered programmes related to Security Sector/RoL reform process;
- Experience in operational analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

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

- Ability to engage with senior officials/governmental level decision makers.

#### Language skills

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



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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

#### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested gendarmerie or/and military education or training or equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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

- Ability to mentor and motivate local counterparts;
- Knowledge of Human Resources management in law enforcement;
- Mediation skills.

#### 6. Desirable Qualifications and Experience

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

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

##### Language skills

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

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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

#### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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

- Ability to mentor and motivate local counterparts;
- Knowledge of Human Resources management in law enforcement;
- Mediation skills;
- International experience, particularly in crisis areas with multi-national and international organisations.

#### 6. Desirable Qualifications and Experience

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

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

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

#### Language skills

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

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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor in the field of training's conceptual and organisational framework for the Recruitment and Training Division of Gendarmerie (*Division du Recrutement et de la Formation*);
- To work in close cooperation with the Recruitment and Training Division of Gendarmerie in order to:
  - help record and review all documentation relating to training;
  - provide expertise to the Recruitment and Training Division of the Gendarmerie in the conceptual and doctrinal framework underlying restructuring and reform process in training, including the organisation of the Recruitment and Training Division itself;
  - assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula, managing, running and evaluating training courses at academic level;
  - assist in the provision of advice, guidance regarding training organisation, methods and contents.
- To maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- To contribute to the induction of Mission personnel as required.

#### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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

- Ability to mentor and motivate local counterparts;
- Knowledge of Training/Human Resources management in law enforcement;
- Mediation skills.

#### 6. Desirable Qualifications and Experience

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

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

##### Language skills

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

<b>Position Name:</b> Executive Assistant to the Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 34	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Executive Assistant to the Head of Mission reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities

- To manage the calendar of meetings and appointments of the Head of Mission;
- To maintain regular, official contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To maintain regular contact with all Components/Departments and Offices, with a particular view to ensure a good flow of relevant information within the Office of the Head of Mission and other Mission offices;
- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems;
- To receive and distribute all correspondence as directed by the Head of Mission to the appropriate officials and staff members;
- To receive, handle and file incoming and outgoing correspondence, documents and memos, including EU Classified Information, maintain an intra-office filing system and ensure an effective processing of memos and correspondence;
- To coordinate and support the implementation plans and objectives of the Office of the Head of Mission;
- To follow up on all travel schedules for the Head of Mission, including liaising with Administration for authorisation, entitlements and flight reservations, etc.;
- To check and ensure sufficient stock of stationary materials are kept in the office for usage by all staff;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To assist the Head of Mission in the daily tasks;
- To manage the Head of Mission's office and supervise the work of the Head of Mission's local assistant;
- To monitor attendance, sick leave and annual leave of all staff in the Office of the Head of Mission;
- To take minutes at meetings and other events, as well as prepare draft reports and documents for the Head of Mission;
- To conduct administrative tasks required by the Deputy Head of Mission.

### 4. Essential Qualifications and Experience

- A minimum level of secondary education attested by a diploma giving access to post-secondary education;
- After having fulfilled the education requirements, a minimum of 3 years of experience working as Personal Assistant, Private Secretary or Executive Assistant to a high level executive.

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

- Knowledge of protocol matters;
- Personal mastery skills (discretion, confidentiality, problem solving, flexibility, time management);
- Ability to work to tight deadlines with minimal supervision;
- Administrative skills (office management, event planning, project management).

**6. Desirable Qualifications and Experience**

- Professional training in project management;
- Executive assistant training/course or other related training/course.

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

**Language skills**

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



<b>Position:</b> Chief of Strategic Advice	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 35	<b>Location:</b> Bamako	<b>Availability:</b> 01 December 2017
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Chief of Strategic Advice reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Strategic Advice to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Strategic Advice in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Strategic Advice;
- To ensure the mainstreaming of the Human Rights and Gender aspects into the activities of the Strategic Advice;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To identify best practice and lessons identified/learned within the field of responsibility;
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To regularly control and evaluate the advisers' activity, its full accordance with the OPLAN and its concrete impact on the Malian Internal Security Forces (National Police, Gendarmerie and National Guard – ISF) within the Mission's mandate and, if necessary, help them to gain efficiency;
- To ensure that the advisers tasks and actions are coherent with the ongoing plans or projects settled within the security sector reform process by the Malian or international counterparts.
- To conceptualise, create, organise and plan the advising activities at both strategic and field levels;
- To periodically evaluate, at the first level, the advisers;
- To coordinate, under the supervision of the Head of Operations, with the Chief of Training on the common strategic aspects of the activities;
- To identify lesson learned in the field of Strategic Advice and contribute to related work of the Evaluation Unit;
- To maintain good contacts with external components dealing with Malian ISF;

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

#### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at management level.

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

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate staff.

#### 6. Desirable Qualifications and Experience

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

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

##### Language skills

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

<b>Position:</b> Chief of Training	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 36	<b>Location:</b> Bamako	<b>Availability:</b> 14 November 2017
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Chief of Training reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Training to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Training in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Training;
- To ensure the mainstreaming of the Human Rights and Gender aspects into the activities of the Training;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To identify best practice and lessons identified/learned within the field of responsibility;
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

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

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

#### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at a management level.

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

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff.

#### 6. Desirable Qualifications and Experience

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

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

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

#### Language Skills

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

<b>Position Name:</b> Human Resources and Personnel Management Adviser – National Police	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 38	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

#### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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

- Ability to mentor and motivate local counterparts;
- Knowledge of Human Resources management in law enforcement;
- Mediation skills.

#### 6. Desirable Qualifications and Experience

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

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

##### Language skills

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

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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To analyse changes on the ground, including trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation;
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by the Head of Mission (HoM);
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the DHoM/CoS and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To support the efficiency of information within the Mission;
- To act upon the HoM's and DHoM's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To carry out and prepare studies and analytical assessments of these developments, pertaining to the current level of performance of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard – ISF) and identifying priorities and opportunities for engagement, including levers for supporting structural change.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.

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

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

**6. Desirable Qualifications and Experience**

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

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

**Language skills**

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



<b>Position:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 44	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Deputy Head of Mission Office/ Reporting	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

### 5. Essential Knowledge, Skills and Abilities

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

**6. Desirable Qualifications and Experience**

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

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

**Language skills**

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

<b>Position:</b> Trainer Community Policing/ Basic Intelligence	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 47 MA 48 (2 posts)	<b>Location:</b> Bamako	<b>Availability:</b> 31 December 2017 05 December 2017
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

### 5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

### 6. Desirable Qualifications and Experience

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

### 7. Desirable Knowledge, Skills and Abilities

- Very good training and presentation skills.

### Language skills

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

<b>Position:</b> Trainer Criminal Investigation/ Counter-Terrorism	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 50 MA 62 (2 posts)	<b>Location:</b> Bamako	<b>Availability:</b> 31 December 2017 02 March 2018
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

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

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

**6. Desirable Qualifications and Experience**

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

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

- Very good training and presentation skills.

**Language skills**

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

<b>Position:</b> Trainer Management/Deontology	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 52	<b>Location:</b> Bamako	<b>Availability:</b> 13 December 2017
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

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

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

**6. Desirable Qualifications and Experience**

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

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

- Very good training and presentation skills.

**Language skills**

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



<b>Position:</b> Trainer Public Order/ Professional Intervention	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 53	<b>Location:</b> Bamako	<b>Availability:</b> 23 February 2018
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Trainer Public Order/Professional Intervention reports to the Team Leader Trainers.

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

- To train the members of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on public order and professional intervention related tasks, including basic principles of crowd control, using lessons learned and actual cases;
- To help identifying the Malian ISF's needs in terms of public order and professional intervention;
- To train the (future) Malian ISF trainers in public order and professional intervention (train the trainers);
- To train and provide tactical and operational advice to public order unit leaders;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to large scale and multi-disciplinary public order operations;
- To coordinate with other actions already undertaken by international stakeholders.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an equivalent rank; **AND**

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

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

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

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

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

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

- Very good training and presentation skills.

#### **Language skills**

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

<b>Position:</b> Trainer on Human Resources Management	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 54 MA 65 (2 posts)	<b>Location:</b> Bamako	<b>Availability:</b> 16 November 2017 As soon as possible
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

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

- Presentation skills.
- Innovative thinking.
- Ability to plan, multi-task and manage time effectively.

#### 6. Desirable Qualifications and Experience

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

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

- Very good training and presentation skills.

#### Language skills

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

<b>Position:</b> Cooperation Coordination/ Civil Society Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 55 MA 132 (2 posts)	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible As soon as possible
<b>Component/Department/Unit:</b> Deputy Head of Mission Office/Cooperation Coordination	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

**4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

**5. Essential knowledge, skills and abilities**

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Good understanding of the political, cultural and security situation in Mali.

**6. Desirable Qualifications and Experience**

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

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

**Language skills**

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

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

### 1. Reporting Line

The Trainer Forensics reports to the Team Leader Trainers.

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

### 5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

### 6. Desirable Qualifications and Experience

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

### 7. Desirable Knowledge, Skills and Abilities

- Very good training and presentation skills.

### Language skills

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



<b>Position:</b> Trainer of Border Security	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 93	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Trainer of Border Security reports to the Team Leader Trainers.

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

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

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

**6. Desirable Qualifications and Experience**

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

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

- Very good training and presentation skills.

**Language skills**

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

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

### 1. Reporting Line

The Trainer Operational Management reports to the Team Leader Trainers.

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes for law enforcement.

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

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

**6. Desirable Qualifications and Experience**

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

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

- Very good training and presentation skills.

**Language skills**

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

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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in national/international training units/programmes.

### 5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

### 6. Desirable Qualifications and Experience

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

### 7. Desirable Knowledge, Skills and Abilities

- Very good training and presentation skills.

### Language skills

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

## SECONDED/CONTRACTED

<b>Position:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> MA 22	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Human Resources	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### **1. Reporting Line**

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

### **2. Main Tasks and Responsibilities**

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

- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.;
- To contribute to identifying lessons learned and best practices in his/her respective field of competence;
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

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

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in the field of human resources.

### 5. Essential Knowledge, Skills and Abilities

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems;
- Influencing, persuading, coaching and negotiating skills;
- Ability to prepare HR communication appropriate to the audience.

### 6. Desirable Qualifications and Experience

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

### 7. Desirable Knowledge, Skills and Abilities

#### Language skills

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



<b>Position:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> MA 29	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office/ Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- N/A

### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years relevant professional experience.

### 5. Essential Knowledge, Skills and Abilities

- Planning, and time-management skills;
- Analytical skills.

### 6. Desirable Qualifications and Experience

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;

- Firearms trained;
- Validated license for armoured vehicle or civilian driving licence class C;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Knowledge of the Mission area and potential security threats;

**Language skills**

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

<b>Position Name:</b> Human Resources and Personnel Management Adviser – Gendarmerie	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> MA 59	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

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

#### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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

- Ability to mentor and motivate local counterparts;
- Knowledge of Human Resources management in law enforcement;
- Mediation skills.

#### 6. Desirable Qualifications and Experience

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

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

##### Language skills

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

<b>Position Name:</b> Adviser to the Ministry of Security and Interior	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> MA 60	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Adviser to the Ministry of Security and Interior reports to the Chief of Strategic Advice.

### 2. Main Tasks and Responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor with the Ministry of Security and Interior;
- To work in close cooperation with the Ministry of Security and Interior in order to:
  - help record and review all documentation;
  - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuring and reform process in Ministry of Security and Interior;
  - assist in identifying priorities in restructuring the Ministry of Security and Interior policies and programs in line with operational needs.
- To maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- To contribute to the induction of Mission personnel as required.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**

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

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

- Ability to mentor and motivate local counterparts;
- Mediation skills.

**6. Desirable Qualifications and Experience**

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

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

**Language skills**

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

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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

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

### 3. Mission Specific Tasks and Responsibilities

- N/A

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European

Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

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

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

- Ability to work collaboratively with a broad range of constituencies essential;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Knowledge of key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program;
- Ability to analyse, and interpret general business periodicals, professional journals, technical procedures, or Mission regulations;
- Ability to perform under stress and in difficult circumstances.

**6. Desirable Qualifications and Experience**

- Experience in developing and administrating an information security program;
- Certification such as CISSP or any other international relevant certification in the field; forensic or malware analysis certification would be an asset;
- Experience using methodology such as EBIOS, PILAR, CRAMM and implementing risk assessment recommendation using any other international relevant methodology in the field;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

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

**Language skills**

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



<b>Position:</b> Mission Security Operations Room Manager	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> MA 79	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office/ Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Mission Security Operations Room Manager reports to the Senior Mission Security Officer.

### 2. Main Tasks and Responsibilities

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To run the Missions Operations Rooms and ensure its effectiveness;
- To manage the Operations Room staff;
- To develop relevant Standard Operating Procedures;
- To ensure the effective monitoring of the location and movement of all Mission personnel deployed in the field;
- To ensure the collection, analysis distribution and archiving of all incoming security and operational reports and of information from different sources including the media;
- To monitor the media and relevant open sources and distribute relevant information and to contribute in the situational awareness of the Mission;
- To prepare and disseminate situation summaries for the Mission in a timely manner;
- To review incoming messages and alerts, determine urgency and inform the relevant mission elements and responsible staff members;
- To ensure the proper registration of all activities and in particular in case of incident;
- To alert and inform key security personnel and senior management of important developments;
- To contribute to identifying lessons learned and best practices in his/her respective field of competence;
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To conduct the roles and responsibilities of a Mission Security Officer as appropriate.

### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, in the civilian, military or police sectors in the protection of personnel, facilities and assets.

### 5. Essential Knowledge, Skills and Abilities

- 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;

- Organisational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when required.

**6. Desirable Qualifications and Experience**

- A minimum 3 years of experience at management level;
- Previous work experience in the region;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Knowledge of the Mission area and potential security threats.

**Language skills**

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

<b>Position Name:</b> Project Contract Management Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> MA 80	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission/ Project Cell	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Project Contract Manager Officer reports to the Project Coordinator.

### 2. Main Tasks and Responsibilities

- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct, upon project completion, post-project reporting and evaluation;
- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability;
- To undertake any other job related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To provide support to the Project Cell for the planning and the implementation of projects with a particular focus on contracts management in the area of equipment and goods;
- Under the supervision of the Project Coordinator, to manage the projects contracts of equipment and goods and coordinate the logistics related to the contracts' implementation, according to the operational planning;
- To monitor milestones and take corrective actions to assure the respect of the deadlines of scheduled activities for each project in what concerns the delivery of equipment and goods;
- To liaise with beneficiaries in order to support the identification of the best equipment according to their needs;
- In collaboration with the Project Coordinator, to provide support for the definition of Equipment projects objectives and results, by liaising with beneficiaries and Mission's Department of Operations;
- To prepare and maintain reports on contract status and inform other Mission's departments about the progress acquired as well as keeps all relative documents up to date;
- To ensure that all contract related expenditures are documented in compliance with the Regulation on the financial rules applicable to the general budget of the Union (Financial Regulation);

- To supervise the delivery of all projects material from contract signature to the delivery at place, including the customary and tax derogation process and reports on progress and delays;
- To manage the reception, acceptance, stock and inventory of all goods for the Project Cell, including the preparation of all relative documents and certificates;
- To monitor the projects goods warranties and works liabilities during all the relative periods;
- To provide support for the preparation of the handover of the equipment to beneficiaries and organises the physical delivery in the several regions of the country as required;
- To ensure that Project Cell's paper and electronic archive is properly managed and updated;
- To support the preparation of market researches and terms of reference for equipment and goods and contributes to the preparation of the procurement dossier in collaboration with the Project Implementation Officer.

#### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

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

- Teamwork capabilities;
- Time management skills;
- Problem solving skills;
- Project management skills.

#### 6. Desirable Qualifications and Experience

- University and/or Master's Degree in project management or other related field;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Knowledge with the EU Financial Regulations.

#### Language skills

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

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

### 1. Reporting Line

The Verification Officer reports to the Head of Mission.

### 2. Main Tasks and Responsibilities

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer responsible for verifying the operational and financial aspects of each operation;
- To control that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations, for example the Financial Regulations, Guide to Missions, European Commission's Communication related to the employment of international and local staff etc.;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To provide guidelines, check-lists and/or any other necessary tools in view of the future implementation of the ex-post status of the Mission.

### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

### 5. Essential Knowledge, Skills and Abilities

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resources systems.

### 6. Desirable Qualifications and Experience

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

## 7. Desirable Knowledge, Skills and Abilities

- Knowledge and/or experience in strategic management and/or public administration.

### Language skills

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

<b>Position:</b> Armed Protection Operator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Assistant Level (MSAL)
<b>Ref. number:</b> MA 126 MA 127 (2 posts)	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Security/ Armed Protection Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Armed Protection Operator reports to the Armed Protection Team Leader.

### 2. Main Tasks and Responsibilities

- To be responsible for operational Armed Protection (A/P) operations;
- To contribute to the armed protection security set up of the EUCAP Sahel Mali staff;
- To provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training, under the supervision of the team leader of the Armed Protection Team (APT);
- To carry out daily administration and operational planning for daily A/P activities;
- To provide comprehensive procedural documents with respect to A/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats.
- To aid in the development of Mission A/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- Authorised to carry and issued a personal weapon, used for purposes of self-defence.

### 4. Essential Qualifications and Experience

- Successful completion of the secondary education attested by a diploma, complemented by Police or Military training; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience, in the military, police or security field;
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving).

### 5. Essential Knowledge, Skills and Abilities

- Ability to operate a variety of communication systems;
- Ability to perform under stress and in difficult circumstances (hostile situation experience);
- Discreet, diplomatic and flexible.

## 6. Desirable Qualifications and Experience

- Trained and certified in close protection techniques (theory and practice);
- Validated license for armoured car or civilian driving license of category C;
- International experience, particularly in crisis areas with multi-national and international organisations.

## 7. Desirable Knowledge, Skills and Abilities

- Knowledge of the Mission area and potential security threats.

### 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)				