

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p>European Union CSDP Mission in Mali (EUCAP Sahel Mali) 3-2017 Extraordinary Call for Contributions</p>
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Organisation:	European Union CSDP Mission in Mali (EUCAP Sahel Mali)			
Job Location:	Bamako			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u> (1 position)			
	MA 130	Rule of Law/Justice Adviser	Bamako	ASAP
	<u>Seconded/Contracted</u> (2 positions)			
	MA 30	Mission Security Analyst Officer	Bamako	15 Jan 2018
	MA 35*	Chief of Strategic Advice	Bamako	31 Dec 2018

Deadline for applications:	Friday 8 December 2017 at 17:00 Brussels time
E-mail address to send the Job Application Form:	cpcc-mali@eeas.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Carmen EPURE</p> <p>carmen.epure@ext.eeas.europa.eu</p>

* The availability of this position is pending the adoption of a Council Decision approving the Budgetary Impact Statement.

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)¹, 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 Skills² – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

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

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

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

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

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

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

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

II.B Desirable Requirements

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

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

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

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

Driving Licence - Category C driving licence.

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

Position Name: Rule of Law/Justice Adviser	Employment Regime: Seconded	
Ref. number: MA 130	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; **AND**

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

5. Essential Knowledge, Skills and Abilities

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation and interpersonal skills.

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Mission Security Analyst Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. number: MA 30	Location: Bamako	Availability: 15 Jan 2018
Component/Department/Unit: Head of Mission Office/ Mission Security Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Mission Security Analyst Officer (MSAO) 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 assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to analyse all relevant information;
- To produce incident based and travel security advisories;
- To prepare daily, weekly, monthly security working papers, and other reports as required;
- To produce long-term assessments and forecasts of the security situation;
- To assist the SMSO in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area and to generate reports and, if appropriate, recommendations on same;
- To conduct risk analysis and threat assessments on security developments and, when relevant, integrate a gender perspective in the area of operations as well as persons and assets;
- To provide briefings to new staff members on the Mission's wide security situation and to ensure that all members are properly prepared for emergencies;
- To ensure the quick dissemination of security related information;
- To assist and support the Information Security Officer in the management of EU Classified Information and security clearances and to act on his/her behalf in his/her absence;
- To conduct security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To liaise 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 ensure that all necessary actions are taken, particularly in emergency cases;
- 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;
- To follow up and assist to obtain security clearances for international staff;
- To establish a vetting process for local staff members;

- To assist the Mission Security Operations Room Manager with the management of information in the Operations Room, and act has on his/her behalf in his/her absence.

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 5 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

- Civilian driving license class C;
- Ability to contribute to the development of security policies and procedures;
- Writing and reporting skills;
- Presentations skills (preparing and delivery presentation).

6. Desirable Qualifications and Experience

- Firearms trained;
- Successful completion of EU Mission Security Officer Certification Course or equivalent.

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)				

Position: Chief of Strategic Advice	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: MA 35*	Location: Bamako	Availability: 31 Dec 2017
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: 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)				