

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p>European Union CSDP Mission in Mali (EUCAP Sahel Mali) 4-2014 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:	Seconded/Contracted			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded/Contracted</u>			
	MA 20	Chief of CIS	Bamako	15/01/2015
	MA 28	Senior Mission Security Officer	Bamako	15/01/2015
	MA 29	Mission Security Officer	Bamako	ASAP
	MA 30	Mission Security Analysis Officer	Bamako	15/01/2015

Deadline for applications:	Friday 9 January 2015 at 1700 Brussels time
E-mail address to send the Job Application Form:	cpcc-mali@eeas.europa.eu
Information:	<p style="text-align: center;">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Ms Piret PALUSOO piret.palusoo@eeas.europa.eu or Ms Carmen EPURE carmen.epure@ext.eeas.europa.eu</p>

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

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses

and the applicable high risk insurance policy. Preference will be given to candidates seconded by EU Member States.

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

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

A. Essential requirements

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

Citizenship – Citizenship of a Member State of the European Union.

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

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

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

Availability – To undertake any other administrative 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 – To 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 personnel should, in principle, be under the normal age of retirement in EU Member States.

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

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

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

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

B. Recommended requirements

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

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

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

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

C. Essential documents and equipment for selected candidates

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

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

Security clearance required – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. 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 RESTRICTED 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 immunizations received. They also must be vaccinated according to the required immunizations for the Mission area.

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

Driving license – The selected candidates must be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel vehicle. Category C driving license is desirable or as specified in the respective job description.

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with a bullet proof vest and helmet (level IV) upon deployment.

D. Additional information on the selection process

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

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

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission headquarters for interviews, the EU Member States will bear any related costs.

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

E. Job descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

Position Name: Chief of CIS	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 20	Location: Bamako	Availability: 15/01/2015
Component/Department/Unit: Mission Support/CIS	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Chief CIS reports to the Head of Mission Support.

Main Tasks:

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

Qualifications and Experience:

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

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

Language Skills:

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

Position Name: Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: MA 28	Location: Bamako	Availability: 15/01/2015
Component/Department/Unit: Security	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line:

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) the Senior Mission Security Officer (SMSO) reports directly to the Head of Mission (HoM) and liaises closely with the CPCC Chief of Staff Office.

Main Tasks:

- Advises the Head of Mission, Senior Mission Management and other parts of the mission on all security related matters that affect the mission, its assets, personnel and information;
- Manages and supervises the Mission's Security Department, as per the relevant Annex of the OPLAN, and provides instructions and support;
- Assesses the security situation and provides advice, assistance, and implements measures in order to ensure the security and safety of mission's members;
- Is responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- Coordinates the drafting of security policies and procedures, related to security issues;
- Is responsible for the protection of EU classified information (EUCI) within the mission and thereby ensures that information is handled in accordance with EU rules;
- Produces security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensures real time reporting from potential trouble spots;
- Is responsible for the supervision of journey management planning and provides timely advice and guidance to mission members as required;
- Provides comprehensive security induction training to new mission members as required;
- Ensures that regular security drills, communication tests and evacuation exercises are conducted;
- Ensures that the private security provider complies with ToRs and fulfils the contract requirements to the assigned performance standards;
- Supervises the recruitment of new staff to the Mission Security Department;
- Monitors and assesses the security situation and provides security analyses, recommendations and reports;
- Ensures that personal security advice is given to mission members as required;
- Ensures an effective system of security reviews in relation to the mission's property and buildings and recommends changes if necessary;
- Identifies staff training needs in security related areas;
- Develops professional contacts with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- Conducts, and/or directs, security reviews of mission members' personal security requirements, and provides recommendations as necessary;
- Alternates with the Deputy Senior Mission Security Officer (DSMSO), and is available to deploy 24/7, provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen/unexpected security events or incidents;

- Works in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related Terms of Reference;
- Ensures that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- Ensures that the policy on security clearances for Mission staff is correctly applied;
- Travels to High Risk areas, if required, and conducts security duties;
- Collaborates and reports to CPCC COS Office (Missions Security Coordinator - MSC) on all security related matters and ensures the adequate implementation of the MSC's security recommendations;
- Contributes to the identification of lessons learnt;
- Undertakes any other tasks as required by the HoM, in the domain of his/her competency as deemed necessary.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in security related field, where the normal duration of university education in the country awarded is four (4) years or more;

or

- Equivalent Police and or Military education, or graduate diploma from a civilian security organization with special training in field operations, force protection;

and

- After having fulfilled the above requirements, a minimum of 10 years of relevant and proven professional experience, out of which a minimum of 3 years in management position, acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class B and C mandatory;
- Previous work experience in the region would be an advantage;
- Previous international experience in ESDP/CSDP missions or multi-national/international organizations would be an advantage;
- Successful completion of the Mission Security Officer Certification Course is desirable.

Language Skills:

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

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

Reporting Line:

In line with the EU's Policy on the security of EU staff deployed outside the EU in an operations capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the Mission Security Officer (MSO):

Main Tasks:

- Assists the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- Assesses the security situation and maintains updated all security related documents;
- Conducts or initiates security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- Ensures that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Conducts regular security drills, communication tests and evacuation exercises;
- Provide briefings on matters affecting the security and safety of mission members and ensures all staff is properly prepared for emergencies;
- Liaises as directed and co-operates closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- Provides comprehensive reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities;
- Produces briefings and presentations relating to his/her sphere of work for the benefit of the mission;
- Assists the SMSO in reviewing the security level and state of alert;
- Assists the SMSO in the drafting of security related Terms of Reference for the procurement of security equipment, contracts and services;
- Provides assistance and appropriate response to mission members and ensures that all necessary actions are taken, particularly in emergency cases;
- Travel to high risk areas and conducts security duties;
- Undertakes any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in security related fields, where the normal duration of university education in the country awarded is three (3) years or more;

or

- Equivalent Police and or Military education, or graduate diploma from a civilian security organization with special training in field operations, force protection;

and

- After having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience acquired in the civilian, military or police sectors. Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Civilian driving license class B and C mandatory;
- Previous work experience in the region would be an advantage;
- Previous international experience in ESDP/CSDP missions or multi-national/international organizations would be an advantage;
- Successful completion of EU Mission Security Officer Certification Course is desirable.

Language Skills:

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

Position Name: Mission Security Analyst Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 30	Location: Bamako	Availability: 15/01/2015
Component/Department/Unit: Security	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line:

In line with the EU's Policy on the security of EU staff deployed outside the EU in an operations capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the Mission Security Analyst Officer (MSAO):

Main Tasks:

- Assists the SMSO in the development, implementation and updating of the Mission Security Plan (MSP), and all supporting security and safety instructions and procedures;
- Assess the security situation and analyses all relevant information;
- Generates and elaborates precise and accurate reports on information received that impact upon the mission, and provides appropriate analyses and assessment of all pertinent information;
- Produces incident based and travel security advisories;
- Prepares daily, weekly, monthly security working papers;
- Prepares security incident background papers;
- Produces long term assessments and forecasts of the security situation;
- Assists the SMSO in maintaining continuity of security information analysis efforts;
- Gathers comprehensive information about events or actions that may affect the safety and security of mission members and assets within the mission area;
- Conducts risk analysis and threat assessments on security developments in the area of operations as well as persons and assets;
- Provides briefings to new staff members on the mission's wide security situation and ensures that all members are properly prepared for emergencies;
- Ensures the quick dissemination of security related information;
- Assists and supports the Information Security Officer in the management of EUCI and security clearances and acts on his behalf in his/her absence;
- Conducts or initiates security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- Liaises as directed and co-operates closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- Provides assistance and appropriate response to mission members and ensures that all necessary actions are taken, particularly in emergency cases;
- Undertakes any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in security related fields, where the normal duration of university education in the country awarded is three (3) years or more;

or

- Equivalent Police and or Military education, or graduate diploma from a civilian security organization with special training in field operations, force protection;

and

- After having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience acquired in the civilian, military or police sectors. Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets;
- Demonstrated experience in collecting, assessing, analysing and reporting data related to security;
- Excellent analytical skills;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Civilian driving license class B and C mandatory;
- Previous work experience in the region would be an advantage;
- Previous international experience in ESDP/CSDP missions or multi-national/international organizations would be an advantage;
- Successful completion of EU Mission Security Officer Certification Course is desirable.

Language Skills:

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