

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union CSDP Mission in Mali
(EUCAP Sahel Mali)
1-2015 Call for Contributions**

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>			
	MA 07	Human Resources and Personnel Management Adviser - National Police	Bamako	ASAP
	MA 08, 37	Human Resources and Personnel Management Adviser - National Guard	Bamako	ASAP
	MA 09	Training Policies Adviser - Gendarmerie	Bamako	06/07/2015
	MA 39	MAC Analyst	Bamako	ASAP
	MA 44	Reporting Officer	Bamako	ASAP
	MA 45	Rule of Law/Justice Adviser	Bamako	ASAP
	MA 58	Legal Drafting Adviser	Bamako	ASAP
	MA 59	Human Resources and Personnel Management Adviser - Gendarmerie	Bamako	ASAP
	MA 60	Adviser to the Ministry of Security and Interior	Bamako	ASAP
	MA 61	Adviser to the Ministry of Defence (focus on Gendarmerie and National Guard)	Bamako	ASAP
	MA 62	Trainer Criminal Investigations / Counter-Terrorism	Bamako	ASAP
	MA 63-64	Trainer Public Order / Professional Intervention	Bamako	ASAP
	MA 65	Trainer on Human Resources	Bamako	ASAP
	MA 66-67	Trainer Operational Management	Bamako	ASAP
	MA 68	Trainer of Trainers	Bamako	ASAP
	MA 69-70	Trainer Border Security	Bamako	ASAP
	MA 71-72	Trainer Forensics	Bamako	ASAP
MA 78	BSE Operations & Reporting Officer	Bamako	ASAP	

<u>Seconded/Contracted</u>			
MA 13	Human Rights and Gender Adviser	Bamako	ASAP
MA 17	Chief of Human Resources	Bamako	ASAP
MA 27	Administration Officer	Bamako	ASAP
MA 57	Project Implementation Officer	Bamako	ASAP
MA 73	Information Security Officer	Bamako	ASAP
MA 74	Communications Assistant	Bamako	ASAP
MA 75	Logistics Officer	Bamako	ASAP
MA 76	Asset Management Assistant	Bamako	ASAP
MA 77	Building Management Assistant	Bamako	ASAP

Deadline for applications:	Friday 27 February 2015 at 1700 Brussels time
E-mail address to send the Job Application Form:	cpcc-mali@eeas.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>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 / contributing 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 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.

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 contributing States propose candidates for the following international expert positions for EUCAP Sahel Mali, according to the requirements and profiles described below:

A. Essential requirements

Contributing 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 – The candidates must be citizens 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.

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

Flexibility and adaptability – The candidates must be able to work in arduous conditions with a limited network of support and 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. police, judicial, 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 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 – 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 States.

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

Computer Skills – The candidates must 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.

Driving license – The 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.

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 – The candidates should have a good 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 – 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 (distinct advantage).

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

Training and experience – The candidates should 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. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Contributing 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. Yellow fever vaccination is compulsory to be admitted in to the country.

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 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 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 the contributing 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 contributing States will bear any related costs.

Information on the outcome – The contributing 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: Human Resources and Personnel Management Adviser – National Police	Employment Regime: Seconded	
Ref. Number: MA 07	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Strategic Advice	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

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

Main Tasks:

- Acts as a reference for the National Police – Personnel Management Division (Division du Personnel);
- Works in close cooperation with the Personnel Management Division (Division du Personnel) in order to:
 - help record and review all documentation relating to 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 organization of National Police Personnel Management Division;
 - assist in identifying priorities in restructuring National Police - Personnel management and especially help in designing training strategy, policies and programs in line with operational needs and academies capabilities;
 - help installing a National Police – Personnel Management data system;
- Maintains the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- Contributes to identifying lessons learned and best practises in his/her respective field of competence;
- Contributes to the induction of Mission personnel as required;
- Carries out any other job related tasks as assigned by the line manager.

Qualifications and Experience:

- Senior Law Enforcement Officer;
- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training (desirable);
- Experience in planning, implementation and management of projects particularly in connection with SSR;
- To have a minimum of 7 years of police management experience, with broad professional experience, both in organizational aspects and Human Resources management;
- To have excellent interpersonal and communication skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- To be able to manage an important volume of work and to prioritize tasks;
- To possess training in Civilian Crisis Management – CEPOL (desirable);
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali and Sahel region;
- International experience, particularly in crisis areas with multi-national and international organisations, 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: Training Policies Adviser – Gendarmerie	Employment Regime: Seconded	
Ref. Number: MA 09	Location: Bamako	Availability: 06/07/2015
Component/Department/Unit: Operations / Strategic Advice	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

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

Main Tasks:

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

Qualifications and Experience:

- Senior Law Enforcement Officer or a civilian with experience in the organization of police training;
- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training;
- To have a minimum of 5 years of training experience, preferably with a Gendarmerie-like police service;
- To have previous professional experience as a trainer in organizational aspects of a police force (desirable);
- Experience in planning, implementation and management of projects;
- To have excellent interpersonal and communication skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- To be able to manage an important volume of work and to prioritize tasks;
- To possess training in Civilian Crisis Management – CEPOL (desirable);
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali and Sahel region;
- International experience, particularly in crisis areas with multi-national and international organisations, 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: Human Resources and Personnel Management Adviser – National Guard	Employment Regime: Seconded	
Ref. Number: MA 08, MA 37 (2 positions)	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Strategic Advice	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

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

Main Tasks:

- Acts as a reference for the National Guard – Personnel Office (Bureau du Personnel/Division administrative et financière);
- Works in close cooperation with the National Guard Personnel Office in order to:
 - help record and review all documentation relating to National Guard Personnel Management;
 - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuration and reform process in Human Resources management, including organization of National Guard – Personnel Office;
 - assist in identifying priorities in restructuring National Guard – Personnel Management and especially help in designing training exit strategy, policies and programs in line with operational needs;
 - supports the establishment of a National Guard-Personnel Management data system;
- Maintains the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Contributes to the induction of Mission personnel as required;
- Undertakes any other job related tasks as required by line manager.

Qualifications and Experience:

- Senior Law Enforcement Officer, preferably with a Gendarmerie-like police service experience;
- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training (desirable);
- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- A minimum of 5 years of police management experience, with broad professional experience, both in organizational aspects and Human Resources management;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali and Sahel region;
- International experience, particularly in crisis areas with multi-national and international organisations, 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 Analysis Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: MA 39	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission / Deputy Head of Mission Office	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Mission Analysis Capability (MAC) Analyst reports to the Deputy Head of Mission (DHoM).

Main Tasks:

- Provides analytical assessments of a mid to long term nature regarding developments affecting opportunities and challenges to mandate implementation, including contributions to early warning of potential threats;
- Contributes to identifying and mapping relevant entities related to the Mission mandate;
- Ensures liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by Head of Mission (HoM);
- Contributes to Mission reports, ensuring the inclusion of relevant assessments;
- Disseminates MAC products internally and/or externally as directed by the DHoM and ensures the security of the information handled by the MAC;
- Contributes to security and risk assessments conducted by the Mission, in liaison with the (Senior) Mission Security Officer;
- Contributes to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- Supports the efficiency of information within the Mission;
- Acts upon the HoM's information and analysis requirements;
- Supports the establishment and management of the Mission Information and Knowledge Management System (IKMS) and uses it to collate and process information from all the Mission various components as well as external sources;
- Contributes to the identification of lessons learned;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- University degree in Political Sciences, International Relations, Social Sciences or related field or equivalent police or military education;
- A minimum of 2 years of relevant and proven professional experience in a similar position;
- Proven skills and experience in the handling, processing and analysis of information from various sources;
- Significant experience in the use of analytical IT packages and processes;
- Excellent interpersonal skills and ability to work on his/her own initiative in a methodical manner;
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;

- Excellent understanding of the political, cultural and security situation in Mali and Sahel region;
- International experience, particularly in crisis areas with multi-national and international organisations, 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: Reporting Officer	Employment Regime: Seconded	
Ref. Number: MA 44	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission / Deputy Head of Mission Office	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting Line:

The Reporting Officer reports to the Deputy Head of Mission (DHoM) under the coordination of the Political Adviser.

Main Tasks:

- Gathers information from across the Mission, analyses the information and prepares periodic reports for submission to Mission's hierarchy;
- Drafts the Mission's reports, working with tight deadlines and guidelines;
- Supports the drafting of the Mission Implementation Plan (MIP), in coordination with the Planning and Evaluation officer;
- Compiles inputs to reports on a periodic basis for submission to the chain of command on the status of the Mission;
- Interacts regularly with all other relevant departments of the Mission, to ensure submission of accurate and timely-submitted inputs; analyse the information and provide feed-back to Mission members;
- Provides regular briefings and special presentations on relevant topics;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- University Degree in in Political Sciences, International Relations, Diplomacy, Social Sciences, or other relevant fields;
- A minimum of 5 years of relevant and proven professional experience in a similar position;
- Excellent analytical abilities and drafting skills;
- Knowledge in common computing software;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organisations, 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: Rule of Law/Justice Adviser	Employment Regime: Seconded	
Ref. Number: MA 45	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Rule of Law/Justice Adviser reports to the Head of Operations.

Main tasks:

- Liaises with the Malian justice authorities and Malian Security Sector Reform coordinator;
- Contributes and assists with proposals for the Malian Security Sector Reform, policies and procedures in the areas of the judiciary, the penitentiary system and policing;
- Participates in the development and implementation of the Mission's strategies on rule of law related aspects;
- Develops and organises integrated courses to improve the coordination and cooperation between the judiciary, the internal security forces and the penitentiary system;
- Ensures the link between Mission's main activities in the security sector and the wider rule of law;
- Acts as a trainer on rule of law/justice related matters for Internal Security Forces;
- Liaises with other international initiatives, especially other EU programs and MINUSMA;
- Contributes to identification of lessons learned;
- Undertakes any other related tasks as required by the line manager.

Qualifications and Experience:

- University Degree in Law or equivalent qualification to practice law;
- A minimum of 5 years of relevant and proven professional experience in a similar position;
- Experience in planning and implementing projects and programmes;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organisations, 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: Legal Drafting Adviser	Employment Regime: Seconded	
Ref. Number: MA 58	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Legal Drafting Adviser reports to the Chief of Strategic Advice.

Main Tasks:

- Reviews, assesses and reports on the Malian legislative framework related to Mission's mandate, identifying gaps and needs;
- Helps the Malian Ministry of Interior and Security and the Ministry of Defense to identify weaknesses, needs and areas of potential improvement in legislative and regulatory law;
- Assists ISF in elaboration of new conceptual and doctrinal framework especially in Human Resources, Management and Training areas;
- Assists in the provision of advice and guidance regarding conceptual and doctrine framework underlying restructuration and administrative reform process;
- In close collaboration with Strategic Advisers and in liaison with the Political Adviser and the Senior Liaison and Coordination Officer, contributes to the overall work on SSR in his/her field of action;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to Management or Human Resources;
- Assists the Chief of Strategic Advice in monitoring projects in his/her field of action;
- Coordinates with other actions already undertaken by international stakeholders;
- Contributes to identification of lessons learned;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- Master degree or equivalent internationally recognized qualification in law (university education of four (4) years or more);
- A minimum of 7 years of relevant and proven professional experience of which at least 4 years in the area of legal drafting;
- Ability to analyse complex legal issues in a crisis theatre and advise on legal texts;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excess processing tools;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organizations 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: Human Resources and Personnel Management Adviser - Gendarmerie	Employment Regime: Seconded	
Ref. Number: MA 59	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Strategic Advice	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

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

Main Tasks:

- Acts as a reference for the Gendarmerie – Personnel Management Division (Division de la Gestion des Personnels);
- Works in close cooperation with the Personnel Management Division (Division de la Gestion des Personnels) in order to:
 - help to record and review all documentation relating to Gendarmerie/Personnel Management;
 - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuration and reform process in Personnel Management, including organization of Gendarmerie – Personnel Management Division;
 - assists in identifying priorities in restructuring Gendarmerie - Personnel Management and especially help in designing training strategy, policies and programs in line with operational needs;
 - supports the establishment of a Gendarmerie – Personnel Management data system;
- Maintains the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- Contributes in identifying lessons learned and best practises in his/her respective field of competence;
- Contributes to the induction of Mission personnel as required;
- Carries out any other job related tasks as assigned by the line manager.

Qualifications and Experience:

- Senior Law Enforcement Officer, preferably with a Gendarmerie-like police service experience;
- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training (desirable);
- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- A minimum of 5 years of police management experience, with broad professional experience, both in organizational aspects and Human Resources management;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali and Sahel region;
- International experience, particularly in crisis areas with multi-national and international organisations, 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: Adviser to the Ministry of Interior and Security	Employment Regime: Seconded	
Ref. Number: MA 60	Location: Bamako	Availability: ASAP
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

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

Main Tasks:

- Provides expertise and acts as a reference in the field of development of future policy and strategy of the Malian Ministry of Interior and Security (MoIS), with special reference to the area of Human Resources;
- Works in close cooperation with the Human Resource Department of MoIS;
- Provides advice on change management of the MoIS;
- Assists in the provision of advice and guidance regarding conceptual and doctrine framework underlying restructuration and reform process;
- Contributes to promote the elaboration of fair and impartial human resources policies for recruitment, training, specialisation, promotion and discipline in the MoIS;
- In liaison with other concerned Mission members contributes to the overall SSR process in his/her field of action;
- Helps to identify the Malian MoD needs in terms of Reform and implementation of modern administrative and management systems;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to Management or Human Resources;
- Assist Chief of Strategic Advice in monitoring projects in his/her field of action;
- Coordinates with other actions already undertaken by international stakeholders;
- Contributes to identification of lessons learned;
- Undertakes any other job related tasks as requested by the line manager.

Qualifications and Experience:

- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training;
- A minimum of 7 years of relevant and proven professional experience in law enforcement management, broad professional experience, both in organizational aspects and Human Resources management;
- Advisory or managerial experience in a Ministry department would be an advantage;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excess processing tools;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organizations, 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: Adviser to the Ministry of Defence (focus on Gendarmerie and National Guard)	Employment Regime: Seconded	
Ref. Number: MA 61	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Adviser to the Ministry of Defence (focus on Gendarmerie and National Guard) reports to the Chief of Strategic Advice.

Main Tasks:

- Focuses his/her work on the Gendarmerie and National Guard;
- Advises on restructuring of the Gendarmerie and National Guard in close cooperation with EUTM Mali and in complementarity with the work of EUTM Mali;
- Provides expertise in the development of future policy and strategy of the Malian Ministry of Defence (MoD), with special focus on the area of Human Resources in coordination and cooperation with EUTM Mali;
- Works in close cooperation with the Human Resources Department of the MoD;
- Assists in the provision of advice and guidance regarding conceptual and doctrine framework underlying restructuring and reform process;
- Contributes to promote the elaboration of fair and impartial human resources policies for recruitment, training, specialisation, promotion and discipline in the MoD;
- In liaison with other concerned Mission members, contributes to the overall SSR process in his/her field of action;
- Helps to identify the Malian MoD needs in terms of reform and implementation of modern administrative and management systems;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to Management or Human Resources;
- Assists the Chief of Strategic Advice in monitoring projects in his/her field of action;
- Coordinates with other actions already undertaken by international stakeholders;
- Contributes to identification of lessons learned;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- University Degree in Police Sciences, Social Sciences, Law or equivalent academic training;
- A minimum of 7 years of relevant and proven professional experience in police management, both in organizational aspects and Human Resources management at ministerial or headquarters strategic level;
- Advisory or managerial experience in a Ministry department would be an advantage;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organizations, 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: Trainer Criminal Investigation / Counter-Terrorism	Employment Regime: Seconded	
Ref. Number: MA 62	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Training	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

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

Main Tasks:

- Trains members of the Malian Internal Security Forces (ISF) on criminal investigation related tasks, including basic principles of fight against organised crime and terrorism, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of criminal investigation, including fight against terrorism and organised crime;
- Trains the (future) Malian ISF trainers in criminal investigation (train the trainers);
- Trains and provides tactical and operational advice to criminal investigation unit leaders;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to large scale and multi-disciplinary criminal investigations;
- Coordinates with other actions already undertaken by international stakeholders;
- Contributes to identification of lessons learned;
- Undertakes any other related tasks as required.

Qualifications and Experience:

- Minimum of 5 years of relevant and proven professional experience in an operational, criminal investigation related police position;
- Minimum of 2 years of relevant and proven professional experience as a criminal investigation related police trainer;
- Given the fact that the Malian security forces are composed of civil and military forces and given the demand to respect their various cultures, Mission requires both, trainers with a gendarmerie background and trainers with a police background;
- Degree or equivalent training in criminal investigations, among others related to organised crime, terrorism and other large scale operations;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organisations, 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: Trainer Public Order / Professional Intervention	Employment Regime: Seconded	
Ref. Number: MA 63-64 (2 positions)	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Training	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

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

Main Tasks:

- Trains members of the Malian Internal Security Forces (ISF) on public order and professional intervention related tasks, including basic principles of crowd control, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of public order and professional intervention;
- Trains the (future) Malian ISF trainers in public order and professional intervention (train the trainers);
- Trains and provides tactical and operational advice to public order unit leaders;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to large scale and multi-disciplinary public order operations;
- Coordinates with other actions already undertaken by international stakeholders; Contributes to lessons identification;
- Undertakes any other job-related tasks as required by the line manager.

Qualifications and Experience:

- A minimum of 5 years of relevant and proven professional experience in an operational, public order/professional intervention related law enforcement officer position;
- A minimum of 2 years of relevant and proven professional experience as a public order/professional intervention related police trainer;
- Given the fact that the Malian security forces are composed of civil and military forces and given the demand to respect their various cultures, Mission requires both, trainers with a gendarmerie background and trainers with a police background;
- Degree or equivalent training in public order operations, among others related to crowd control and other large scale operations;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organizations, 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: Trainer Human Resources Management	Employment Regime: Seconded	
Ref. Number: MA 65	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Training	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

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

Main Tasks:

- Trains members of the Malian Internal Security Forces (ISF) on principles of Human Resources management, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of Human Resources Management;
- Trains the (future) Malian ISF trainers in Human Resources (train the trainers) related matters;
- Trains and provides tactical and operational advice in the field of Human Resources Management;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to Human Resources Management;
- Coordinates with other actions already undertaken by international stakeholders;
- Contributes to identification of lessons learned;
- Undertakes any other job-related tasks as required by the line manager.

Qualifications and Experience:

- Minimum of 5 years of relevant and proven professional experience in an human resources related police position;
- A minimum of 2 years of relevant and proven professional experience as a human resources or organizational behaviour related training;
- Given the fact that the Malian security forces are composed of civil and military forces and given the demand to respect their various cultures, Mission requires both, trainers with a gendarmerie background and with a police background;
- Degree or equivalent training in human resources related operations;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organizations, 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: Trainer Operational Management	Employment Regime: Seconded	
Ref. Number: MA 66-67 (2 positions)	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Training	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Trainer Operational Management reports to the Team Leader Trainers.

Main Tasks:

- Trains members of the Malian Internal Security Forces (ISF) on Operational management, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of Operational management;
- Trains the (future) Malian ISF trainers in Operational management (train the trainers);
- Trains and provides tactical and operational advice in the field of Operational management;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to Operational management;
- Coordinates with other actions already undertaken by international stakeholders;
- Contributes to identification of lessons learned;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- A minimum of 5 years of relevant and proven professional experience in an operational, Operational management related, police position;
- A minimum of 2 years of relevant and proven professional experience as an Operational management related police trainer;
- Given the fact that the Malian security forces are composed of civil and military forces and given the demand to respect their various cultures, Mission requires both, trainers with a gendarmerie background and trainers with a police background;
- Degree or equivalent training in Operational management related operations;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organizations, 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: Trainer of Trainers	Employment Regime: Seconded	
Ref. Number: MA 68	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Training	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Trainer of Trainers reports to the Team Leader Trainers.

Main Tasks:

- Trains members of the Malian Internal Security Forces (ISF) on training methodology, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of training methodology;
- Trains the (future) Malian ISF trainers in pedagogic methods (train the trainers);
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to training of trainers;
- Monitors the trainers of the Malian ISF;
- Advises the trainers of the Mission on pedagogic methods;
- Coordinates with other actions already undertaken by international stakeholders;
- Contributes to identification of lessons learned;
- Undertakes any other job-related tasks as required by the line manager.

Qualifications and Experience:

- University degree in social sciences, pedagogics or police sciences, where the normal duration of university education is four (4) years or more;
- A minimum of 5 years of relevant and proven professional experience as a trainer, training coordinator or training methodologist, from what a minimum of 2 years of professional experience as a coach or trainer for law enforcement officers;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organizations, 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: Trainer Border Security	Employment Regime: Seconded	
Ref. Number: MA 69-70 (2 positions)	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Training	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Trainer Border security reports to the Team Leader Trainers.

Main Tasks:

- Trains members of the Malian Internal Security Forces (ISF) on border security issues and documents forgery, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of border security issues and documents forgery;
- Trains the (future) Malian ISF trainers in border security issues and documents forgery (train the trainers);
- Trains and provides tactical and operational advice in the field of border security and documents forgery;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to border security issues and documents forgery;
- Coordinates with other actions already undertaken by international stakeholders;
- Contributes to identification of lessons learned;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- A minimum of 5 years of relevant and proven professional experience in an operational border police/border guard position;
- A minimum of 2 years of relevant and proven professional experience as a border security, including documents forgery, trainer;
- Given the fact that the Malian security forces are composed of civil and military forces and given the demand to respect their various cultures, Mission requires both, trainers with a gendarmerie background and trainers with a police or customs background;
- Degree or equivalent training in borders issues related operations;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organizations, 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: Trainer Forensics	Employment Regime: Seconded	
Ref. Number: MA 71-72	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Training	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Trainer Forensics reports to the Team Leader Trainers.

Main Tasks:

- Trains members of the Malian Internal Security Forces (ISF) on Forensics, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of Forensics;
- Trains the (future) Malian ISF trainers in Forensics (train the trainers);
- Trains and provides tactical and operational advice in the field of Forensics;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to Forensics;
- Coordinates with other actions already undertaken by international stakeholders;
- Contributes to identification of lessons learned;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- A minimum of 5 years of relevant and proven professional experience in an operational, Forensics related position with a gendarmerie or police background;
- A minimum of 2 years of relevant and proven professional experience as a Forensics related trainer;
- Degree or equivalent training in Forensics related operations;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organizations, 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: Brussels Support Element (BSE) - Operations and Reporting Officer	Employment Regime: Seconded	
Ref. Number: MA 78	Location: Brussels	Availability: As soon as possible
Component/Department/Unit: DHoM / Chief of Staff	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting line:

The Brussels Support Element (BSE) - Operations and Reporting Officer reports to the Deputy Head of Mission (DHoM)/Chief of Staff (CoS) but is embedded in the Civilian Planning and Conduct Capability (CPCC) in Brussels.

Main tasks:

- Closely follows developments in Mali, in particular those related to the Mission's mandate;
- Acts as liaison between the Mission and CPCC on operational and mandate implementation aspects;
- Reports regularly to the Mission, keeping the Mission abreast of developments in Brussels in close cooperation with the relevant CPCC Desk;
- Informs and advises CPCC in Brussels on relevant aspects of Mission's operations;
- Contributes to regular and special reporting from the Mission;
- As appropriate, contributes to CPCC's presentations to Brussels-based working groups and other actors;
- In coordination with the relevant CPCC desk, liaises with relevant counterparts in the European Commission and the EEAS as appropriate;
- Performs tasks related to press and public information in coordination with the Mission's Press and Public Information officer and the HR/VP press office;
- Undertakes any other job-related tasks as required.

Qualifications and Experience:

- University degree in Political Sciences, International Relations, Diplomacy, Social Sciences or academic training relevant to the specific post;
- At least 5 years of relevant and proven full-time professional experience in a field relevant to the post;
- Excellent drafting skills in French and English are compulsory;
- Field experience with an international organization, ideally with a CSDP mission, is desirable;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions;
- Knowledge of the region's history, culture and politics. Past work experience in Sahel region is desirable.
- Excellent interpersonal and communications skills and teamwork capabilities.

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: Human Rights and Gender Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 13	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Human Rights and Gender Adviser reports directly to the Head of Mission (HoM) and is co-ordinated by the DHoM/Chief of Staff (CoS).

Main Tasks:

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

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in law, human rights, political or social sciences, or other relevant fields, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 7 years' experience working on Human Rights issues, preferably in an international context;
- Substantial knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice systems;
- Ability to develop projects and initiatives to promote Human Rights and accountability in the justice sector;
- Practical experience in the design of training curricula and conducting training on Human Rights issues;
- Strong analytical, planning and organisational skills and the ability to work independently with minimum supervision;
- Excellent interpersonal, communication and negotiation skills required as well as cultural sensitivity and political awareness;
- Previous experience from CSDP Missions would be an advantage;
- Previous work experience in Africa would be an advantage.

Language Skills:

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

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

Reporting Line:

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

Main Tasks:

- Manages and co-ordinates all Human Resources matters;
- Creates and updates a Human Resource policy for international and national staff in accordance with the OPLAN and Standard Operating Procedures;
- Updates and follows the deployment plan of the Mission members on a constant basis;
- Provides advice and support to the Head of Mission (HoM) and Deputy HoM, line managers as well as all Mission members on Human Resources related matters;
- Creates, manages and follows up the personnel database, lists and files for the Mission members as well as to provide statistics and figures about Mission members;
- Organizes and puts into practice the Mission's transparent and merit based recruitment and selection process of qualified applicants for the vacant positions for all international and national Mission members in accordance with the CPCC Staff Selection Procedures;
- Manages the HR administration according to applicable rules and regulations and best practices;
- Establishes the guidelines for transparent and objective performance assessment and evaluation system for the Mission;
- Is responsible for weekly, monthly and six months reports concerning all Human Resources and personnel issues;
- Liaises with CPCC and the European Commission on Human Resources related matters;
- Develops and implements the existing personnel administration rules for CSDP operations;
- Supervises all special projects related to Human Resources;
- Co-ordinates with the relevant functions in relation to personnel disciplinary and code of conduct matters;
- Undertakes any other job related tasks assigned by the HoM/Head of Mission Support.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Human Resources, Social Sciences, Business or Public Administration, Law, or other relevant 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 relevant professional experience in Human Resources and/or administration management experience or equivalent, with broad professional experience, in legal, administrative and operational aspects of human resources and training. Such experience must be gained after having obtained the relevant degree;
- Good working knowledge of MS Office;
- Experience in planning and implementing projects is essential;
- Previous experience in CSDP missions would be an advantage;
- Previous work experience in Africa would be an advantage.

Language Skills:

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

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

Reporting Line:

The Administrative Officer reports to the Head of Mission Support.

Main Tasks:

- Assists the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures (SOP-s) and guidelines in Mission Support;
- Assists the Head of Mission Support in scheduling Mission Support related activities;
- Does, if required, due diligence and verify reports, data and information in the Mission Support reporting structure;
- Administers and distributes relevant reports and required information to internal and external functions;
- Writes minutes of meetings and follow up on tasks within the Mission Support unit;
- Co-ordinates internal communication within Mission Support and organise meetings and presentations;
- Drafts a variety of letters, memoranda, reports, and other documents;
- Maintains office services by assisting the Head of Mission Support in organising office operations and procedures, controlling correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions etc.;
- Is responsible for the effective and appropriate management of the Mission records and Archives;
- Facilitates the development of filing systems and maintaining these to meet administrative, legal and financial requirements;
- Contributes to the design and implementation of policies, procedures and infrastructure to support an integrated organisational wide records management approach and system;
- Undertakes any other duties related to his/her job as assigned by the Head of Mission Support.

Qualifications and Experience:

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

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

Language Skills:

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

Position Name: Project Implementation Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 57	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting Line:

The Project Implementation Officer reports to the Project Coordinator.

Main Tasks:

- Under the supervision of the Project Coordinator manages the implementation of agreed projects according to the operational planning;
- Keeps projects and planning documents up to date;
- Assists in project development and implementation of the Mission's projects;
- Assists the project managers to write technical specifications, prepares the estimation costs and identifies possible procurement sources in coordination with the Project Coordinator;
- Participates in project implementation monitoring at field level and evaluates progress;
- Receives, reviews, analyses, and tracks certified requisitions submitted for procurement action;
- Prepares and maintains reports, presentations and project lessons learned;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- University degree in Economics, Project Management, Business or Public Administration, Development Studies, Political or Social Sciences, or other relevant fields, where the normal duration of university education in the country awarded is three (3) years or more;
- A minimum of 3 years of relevant and proven professional experience in a similar position with project management responsibilities;
- Experience in budget management;
- Experience in procurement is an asset;
- Good knowledge of MS Office (Excel, Word, Power Point);
- Ability to manage a consistent volume of work and prioritize tasks;
- Ability to perform under very stressful conditions;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions;
- Good understanding of the political, cultural and security situation in Mali and Sahel region;
- International experience, particularly in crisis areas with multi-national and international organisations, 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 Information Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level (MSML)
Ref. Number: MA 73	Location: Bamako	Availability:
Department/Component/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).

Main Tasks:

- Develops and ensures application of relevant Standard Operating Procedures for secure information handling, in accordance with the provisions of the Council's Decision on the security rules for protecting EU classified information;
- Is the Mission's focal point for information security compromise or suspicion of compromise;
- Liaises in conjunction with the SMSO, the Chief CIS and EEAS CPCC for information security issues and especially in case of incident;
- Collaborates with the SMSO in developing and ensuring the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for classified and sensitive information systems;
- Is the Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks may include:
 - Ensuring registration of accountable security items (crypto devices, smartcard, keys, etc.);
 - Ensuring protection of accountable security items;
 - Ensuring secure transfer of accountable security items;
 - Informing immediately the EEAS Crypto Custodian in case of compromise or suspicion of compromise;
- Verifies periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements);
- Reports to the SMSO for IT and other related security incidents;
- Assesses any change to the IT systems (especially the Mission RESTREINT UE LAN and Pre-DEUS) from a security perspective;
- Develops awareness with regard to IT security for the Mission staff;
- Assists the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- Contributes to the identification of lessons learned.

Qualifications and Experience:

Essential Requirements

- 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;

Additional Requirements

- Experience in collecting in security information analysis in the civilian security sector or in the police/military;
- Experience and ability in collecting, assessing, analysing and reporting data related to security;
- 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 Sahel 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: Communications Assistant	Employment Regime: Seconded / Contracted	Post Category: Mission Support - Assistant Level (MSAL)
Ref. Number: MA 74	Location: Bamako	Availability : As soon as possible
Component/Department/Unit: Mission Support / CIS	Level of Security Clearance: EU Secret	Open to Third Contributing States: No

Reporting Line:

The Communications Assistant reports to the Chief of CIS.

Main Tasks:

- Assists CIS unit in fulfilling the duties set in support of the Mission mandate;
- Identifies budgetary requirements, prepares requests for procurement proposals, drafts technical specifications or terms of reference, and performs subsequent technical evaluation of received bids and commercial proposals in relation to information systems equipment, software, works, and services;
- Plans, analyses, designs, configures and implements CIS infrastructure in cooperation with other CIS colleagues;
- Coordinates with consultants, external experts, and outsourced services in support of the development and maintenance of the Mission's information services and the overall information systems architecture;
- Assists in planning, support, repairs and installation of CIS and IT equipment in several locations including desktop, laptop, printer, router and server hardware;
- Participates as required in duty trips to high risk areas if necessary;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- Level of secondary education attested by a diploma giving access to post-secondary education and/or a professional technical trade and/or CIS engineering, such as a qualified technical trades person with a minimum education at a vocational/technical trade school/College and attested by a trades diploma;
- Upon completions of the above education, at least 5 years of relevant and proven full-time professional experience in Information and Communication Technology support and implementation;
- Logical analytical approach to solving problems using sound judgment and decision making methodologies;
- Proven technical skills and hands-on experience in troubleshooting information systems issues in a Microsoft Windows and Linux environment;
- Knowledge of VoIP PBX systems;
- Knowledge of LINUX;
- Knowledge of Cisco network systems;
- Previous experience in international environment, particular in crisis areas with multi national and international organizations;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven decision making ability.

Language Skills:

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

Position Name: Logistics Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 75	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support / Logistics	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Logistics Officer reports to the Chief of Logistics.

Main Tasks:

The Logistics Officer will assist the Chief of Logistics in fulfilling the duties set in support of the Mission mandate:

- Acts mainly in various technical domains, such as Operational Logistic planning, Movement and Transportation, supply chain, asset and services management, as well as engineering and facilities;
- Plans, develops and acts in order to implement strategies so as to meet expected the Mission performance within approved budget and timeframe;
- Administers lease contracts of all rented premises, and any other related contracts (e.g. Emergency Medical Services Contract, etc.);
- Takes on the responsibility for the management of the Mission estate and all supporting assets and activities (including overall supervision on logistical databases, inventories and list of equipment);
- Ensures that comprehensive and accurate guidelines on logistics are in place, regularly reviewed, and in accordance with EU guidelines;
- Coordinates the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, telecommunications etc.;
- Liaise with international and national freight forwarders;
- Prepare tender initiations for all logistical needs in English and/or French;
- Undertakes any other related tasks as required by the line manager.

Qualifications and Experience:

- University degree in Management, Logistics, Supply chain management, Engineering, where the normal duration of university education in the country awarded is three (3) years or more, or an equivalent combination of education, training and practical experience;
- Minimum of 5 years of professional experience at middle management level in logistics related matters and in a specific Support Services related field (i.e. Supplies, Transportation, Engineering, Asset Management);
- Capacity to forecast needs, plan and delineate strategies for maximizing resources; therefore, due to related experiences, being able to implement an international methodology (e.g. ITIL, PRINCE2);
- Excellent proficiency knowledge of freight forwarding and customs clearance procedures are essential;
- International experience, particularly in crisis areas with multinational and international organizations will be an asset;
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks (distinct advantage);
- International experience, particularly in crisis areas with multi-national and international organizations (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: Asset Management Assistant	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level (MSAL)
Ref. Number: MA 76	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support / Logistics	Level of Security Clearance: EU Restricted or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Asset Management Assistant reports to Logistics Officer.

Main Tasks:

- Deals with all aspects of logistical and supply needs such as, the acquisition, distribution and allocation of all logistical resources, including providing supply chain management solutions and transportation, and the coordination and management of all aspects related to custom's clearance procedures;
- Monitors available supplies, materials and products in order to ensure that staff members have access to the items they need;
- Collects and keeps updated the inventory of assets;
- Manages on a daily basis the records of quantity, type, and value of material, equipment, merchandise, or supplies stocked;
- Prepares reports, such as inventory balance, price lists, and shortages;
- Prepares list of depleted items and recommends survey of defective or unusable items;
- Forecasts future stock needs;
- Assists the Logistics Officer in prioritizing and coordinating the logistical activities in his area of competence;
- Collects, files and forwards, drafts technical reports and implements operating instructions, guidelines and procedures regarding provision of assets and supplies;
- Is responsible and ensures adequate logistical support regarding computers, vehicles, furniture, telecommunications etc.;
- Is familiar with barcoding equipment and bar coding databases;
- Undertakes any other job related tasks as required by line manager.

Qualifications and Experience:

- Level of secondary education attested by a diploma giving access to post-secondary education and/or a professional technical/mechanical trade and/or technical engineering, such as a qualified technical trades person with a minimum education at a vocational/technical trade school/College and attested by a trades diploma;
- Advanced administrative and bookkeeping experience and ability to keep accurate and up-to-date records;
- Good understanding of the political, cultural and security situation in the area of operation;
- Professional experience in Warehouse and Asset Management either in Civilian or Military environments with at least 3 years of experience;
- Proven ability to write and present in English in a clear and concise manner, including ability to prepare reports and conduct presentations;
- Proficiency in use of standard Microsoft Office package, maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;

- Demonstrated skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects and activities;
- Logical analytical approach to solving problems using sound judgment and decision making methodologies;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven decision making ability.

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: Building Management Assistant	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level (MSAL)
Ref. Number: MA 77	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support / Logistics	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Building Management Assistant reports to the Chief of Logistics.

Main Tasks:

- Is primary responsible for the management of all EUCAP Sahel Mali facilities in Bamako including the allocation of office and sleeping accommodation within the organisation;
- Assists to plan, analyse, design, program and implement all aspects of Building management needs of the Mission, in cooperation and coordination with relevant members of the Team;
- Carries out regular checks of the Buildings and Compound ensuring facilities are in an adequate state of repair (e.g. Ensure generator facilities are in functional order condition);
- Develops a preventative maintenance plan for all EUCAP Sahel Mali facilities in Bamako and supervise and follow up all maintenance activities;
- Is responsible for the delivery of quality fuel supplies to the Building/Compound and the maintenance of adequate reserves of same;
- Maintains proper written records on all matters pertaining to supplies and services delivered to the Compound ensuring that there is conformity with the contracts in place and where necessary liaising with procurement and Finance in relation to sub-standard delivery;
- Assists in developing contracts for support services including preparation of Statements of Work, technical evaluations, requisitioning, contract quality control and quality assurance, accounting and invoicing verification;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- Level of secondary education attested by a diploma giving access to post-secondary education and/or a professional technical/mechanical trade and/or technical engineering, such as a qualified technical trades person with a minimum education at a vocational/technical trade school/College and attested by a trades diploma;
- Professional experience in Building Management either in Civilian or Military environments with at least 3 years of experience;
- Proven ability to write and present in English in a clear and concise manner, including ability to prepare reports and conduct presentations;
- Proficiency in use of standard Microsoft Office package, maintenance related software and data entry processes, knowledge of logistics databases and procedures;
- Demonstrated skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects and activities;
- Logical analytical approach to solving problems using sound judgment and decision making methodologies;
- Advanced technical experience of a broad range of maintenance requirements for facility and camp management related aspects;

- Proven knowledge of inventory systems and technical trade, such as electrician, plumber, diesel fitter etc. would be an asset;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven decision making ability.

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)				