

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union CSDP Mission in Mali
(EUCAP Sahel Mali)
ADDENDUM to 2-2015 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 09	Training Policies Adviser - Gendarmerie	Bamako	06/07/2015
	MA 33	Nurse	Bamako	09/12/2015
	MA 37	Human Resources and Personnel Management Adviser - National Guard	Bamako	ASAP
	MA 41	Press and Public Information Officer	Bamako	ASAP
	MA 43 MA 44	Reporting Officer	Bamako	20/11/2015 ASAP
	MA 48	Trainer Community Policing/Basic Intelligence	Bamako	01/12/2015
	MA 50	Trainer Criminal Investigation/Counter-Terrorism	Bamako	01/12/2015
	MA 54	Trainer on Human Resources Management	Bamako	16/11/2015
	MA 59	Human Resources and Personnel Management Adviser - Gendarmerie	Bamako	ASAP
	MA 60	Adviser to the Ministry of Security and Interior	Bamako	ASAP
	MA 71, 72	Trainer Forensics	Bamako	ASAP
	<u>Seconded/Contracted</u>			
	MA 17	Chief of Human Resources	Bamako	ASAP
	MA 21*	Procurement Officer	Bamako	ASAP
	MA 23	Logistics/Transportation Officer	Bamako	ASAP
MA 31	Engineer	Bamako	ASAP	
MA 79	Mission Security Operations Room Manager	Bamako	ASAP	
Deadline for applications:	Friday 19 June 2015 at 17:00 Brussels time			
E-mail address to send the Job Application Form:	cpcc-mali@eeas.europa.eu			

Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Piret PALUSOO piret.palusoo@eeas.europa.eu</p> <p>or</p> <p>Ms Carmen EPURE carmen.epure@ext.eeas.europa.eu</p>
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** The availability of this position is pending a confirmation of selection*

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 candidates seconded by the contributing 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 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; they 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 personnel 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. 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-drive 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 area – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures (distinct advantage).

Knowledge and experience of Security Sector Reform: 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 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 – 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: 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: Yes

Reporting Line:

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

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 practices in his/her respective field of competence;
- Contributes to the induction of Mission personnel as required;
- Carries out any other related tasks as required.

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;
- A minimum of 5 years of training experience, preferably with a Gendarmerie-like police service;
- Previous professional experience as a trainer in organizational aspects of a police force (desirable);
- Experience in planning, implementation and management of projects;
- Excellent interpersonal and communication skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- 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: Nurse	Employment Regime: Seconded	
Ref. Number: MA 33	Location: Bamako	Availability: 09/12/2015
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Nurse will report to the Medical Adviser.

Main Tasks:

- Responds to medical incidents and events as directed by the Medical Adviser on a 24/7 basis, if necessary by deploying to the field;
- Acts as a first responder in providing first aid/trauma treatment during incidents and liaises with regional health care providers in order to coordinate the provision and assess the quality of primary and specialist care to EU staff members;
- Coordinates medical evacuations if required, in close coordination with the MA, especially when deployed to remote areas;
- Assists in providing medical support during evacuation and repatriation; advises evacuees on the requirements for evacuation and/or escorts patients if needed;
- Contributes to the production of daily Situation Reports;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

Qualifications and Experience:

- Certified nurse, PHTLS and (preferably) ACLS trained with knowledge of tropical medicine and hands on experience in the A&E department and Intensive Care essential;
- A minimum of 5 years of relevant and proven professional experience in a similar position;
- 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;
- Excellent organizational, planning and time-management skills;
- 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;
- Driving license category B and C (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 37	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 to his/her area of expertise;
- Contributes to the induction of Mission personnel as required;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

Qualifications and Experience:

- Senior Law Enforcement Officer, preferably with a Gendarmerie-like police service experience, or a civilian with experience in police human resources management;
- 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: Press and Public Information Officer	Employment Regime: Seconded	
Ref. Number: MA 41	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission / Deputy Head of Mission Office	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Press and Public Information Officer (PPIO) reports to the Head of Mission (HoM) under the coordination of the Deputy Head of Mission (DHoM).

Main Tasks:

- Provides guidance on press and public information issues to the Mission;
- Provides strategic and operational guidance and media advice on all internal and external communication matters directly to the HoM/DHoM as well as other key staff as necessary;
- Acts as the main spokesperson for the Mission;
- Drafts press lines, press releases, public statements and articles and co-ordinates, supervises and, where necessary, conducts press conferences, briefings and other media and public outreach events;
- Designs, creates and maintains an effective Mission website;
- Has the responsibility for all the contract/tender/designs for PPIO visibility items and the PPIO budget and procurement processes;
- Has the responsibility for the media aspects of high level official visits and co-ordinates and supervises arrangements for visiting journalists/media;
- Manages the media aspects of the changing nature of the Mission, providing relevant advice and guidance as necessary;
- Creates and promotes positive communication and information campaigns aiming to support and explain the Mission to local, regional and international audiences;
- Has the responsibility for the production of the daily media monitoring and its dissemination internally through the Mission;
- Co-ordinates and supervises internal communications throughout the Mission;
- Ensures permanent contact with the Office of the Spokesperson of the EU High Representative of the Union for Foreign Affairs and Security Policy on communication and public information matters;
- Ensures good co-operation with the press offices of the European Union Special Representative as well as those of the EU Delegation, Member States and other international stakeholders in the host country;
- Analyses the public impact of the Mission's activities and the effectiveness of the Mission's public outreach work;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

Qualifications and Experience:

- University degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related field;
- A minimum of 5 years of relevant and proven professional experience in a similar position;
- 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;
- Knowledge of the local languages would be an asset.

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 43, 44 (2 positions)	Location: Bamako	Availability: 20/11/2015 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).

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; analyses the information and provides feed-back to Mission members;
- Provides regular briefings and special presentations on relevant topics;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

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: Trainer Community Policing / Basic Intelligence	Employment Regime: Seconded	
Ref. Number: MA 48	Location: Bamako	Availability: 01/12/2015
Component/Department/Unit: Operations / Training	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

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

Main Tasks:

- Trains members of the Malian Internal Security Forces (ISF) on community policing and basic principles of intelligence, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of community policing and intelligence;
- Trains the (future) Malian ISF trainers in community policing and intelligence (train the trainers);
- Trains and provides tactical and operational advice in the field of community policing and intelligence;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to community policing and intelligence;
- Coordinates with other actions already undertaken by international stakeholders;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

Qualifications and Experience:

- Law enforcement officer;
- A minimum of 5 years of relevant and proven professional experience in an operational, community policing/intelligence related police position;
- A minimum of 2 years of relevant and proven professional experience as a community policing and intelligence 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 community policing and basic intelligence 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 Criminal Investigation / Counter-Terrorism	Employment Regime: Seconded	
Ref. Number: MA 50	Location: Bamako	Availability: 01/12/2015
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 identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

Qualifications and Experience:

- Law enforcement officer;
- A minimum of 5 years of relevant and proven professional experience in an operational, criminal investigation related police position;
- A 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 Human Resources Management	Employment Regime: Seconded	
Ref. Number: MA 54	Location: Bamako	Availability: 16/11/2015
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 and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

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: 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 to the induction of Mission personnel as required;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

Qualifications and Experience:

- Senior Law Enforcement Officer, preferably with a Gendarmerie-like police service experience, or a civilian with experience in police human resources management;
- 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: 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 Adviser to the 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 Resources 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 Internal Security Forces, 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 identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required.

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: Trainer Forensics	Employment Regime: Seconded	
Ref. Number: MA 71-72 (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 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 identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

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)				

Seconded/Contracted

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 provides 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;
- Has the responsibility 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;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

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;
- 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: Procurement Officer*	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 21	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Procurement	Level of Security Clearance: EU Restricted	Open to Invited Third States: No

Reporting Line:

The Procurement Officer reports to the Chief of Procurement.

Main Tasks:

- Works in close cooperation with the requesting units on the procurement related aspects of the implementation of the Mission's mandate and activities;
- Carries out procurement and contracting processes;
- Uses legally established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted to the CSDP Missions;
- Assists and advises the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- Provides assistance to the Mission departments related with all contracting and procurement matters;
- Assists in the development of internal Mission procurement procedures;
- Develops professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- Undertakes any other related tasks as required.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Economics, Finance or closely related field, where the normal duration of university education in the country awarded is three (3) years or more;
- At least 3 years of professional experience in procurement. Such experience must be gained after having obtained the relevant degree;
- Knowledge of the EU financial rules;
- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures;
- Good drafting and reporting skills;
- Good working knowledge of MS Office software;
- Previous experience in CSDP Missions or in EU Delegations would be an advantage;
- Previous work experience in Africa would be 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: Logistics / Transportation Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 23	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 / Transportation Officer reports to the Chief of Logistics.

Main Tasks:

- Has the responsibility for the capability, provision and management of the motor vehicle fleet of the Mission;
- Outsources the vehicle maintenance for the whole fleet, monitors the overall performance of the workshop and ensures appropriate maintenance, quality control of repairs, and safety condition of the vehicles;
- Identifies and monitors the requirement for spare parts, workshop equipment and tools in order to facilitate efficient maintenance as well as performing quality assurance;
- Proposes withdrawal of vehicles from service, if they are not considered to be roadworthy;
- Conducts accident damage assessments, processes vehicle accident reports, participates in Boards of Inquiry and raises Damage Discrepancy Reports as required;
- Prepares reports and makes recommendations as necessary on various transport matters within her/his area of competence;
- Develops and conducts a Mission driving orientation briefing to ensure that all Mission members (local employees, international staff, and drivers alike) are adequately familiarized on the road and traffic conditions as well as traffic rules and regulations pertaining to the Mission area;
- Implements and co-ordinates an intra-theatre air and land movement plan for the Mission;
- Plans, organizes, supervises and manages the work within the transportation section;
- Has the responsibility for effective management of the transport system within the area of responsibility, including liaising with the car rental agencies, monitoring the fleet (fuel accountability, damages to the vehicles, road accidents and insurance cover);
- Ensures fleet roadworthiness through effective vehicle maintenance;
- Controls the cost of maintenance of the vehicle fleet and ensures compliance with the provisions of contracts concluded with the external contractors for parts and maintenance;
- Provides advice, supports and trains the managers and staff on transport related matters and guidelines;
- Ensures the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members;
- Assists the Chief of Logistics and the procurement unit in sourcing air transport and logistic shipping movement resources as required;
- Liaises with forwarder agencies as required with respect to provision of movement resources;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Transport, Logistics, Engineering or Administration, 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 4 years of relevant and proven full-time professional experience;
- or**
- Successful completion of a full course of university studies attested by a degree in Transport, Logistics, Engineering or Administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;
 - Proficiency in use of standard Microsoft Office package, maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
 - International experience, particularly in crisis areas with multinational and international organisations will be an asset;
 - Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2) advantageous;
 - Previous experience in ESDP/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: Engineer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 31	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Engineer reports to the Chief of Logistics.

Main Tasks:

- Assists, analyses and advises on the planning, design, construction and maintenance of major systems physical security measures and facilities such as buildings, waste disposal systems, flood control systems, water treatment facilities, and related structures and other engineering activities in the field needed for the logistics support of the mission adhering to European best practices and standards;
- Liaises with Mission Security Office on technical specifications of security related projects;
- Ensures that the activities related to the Mission Headquarters' physical security upgrade are consistently planned and executed according to the security directions;
- Provides detailed technical specifications as required for tender purposes to procurement section, take part in site visits and assist in the technical evaluation of bids and the compilation of negotiation reports;
- Supervises and oversees any major construction/maintenance works being carried out within the mission from the point of view of standards of workmanship/materials used and safety procedures employed;
- Recommends solutions to unusual engineering problems that may arise during the project implementation phase;
- Develops policies and procedures to ensure efficient levels of maintenance of Mission premises in general, and the mechanical and electrical systems installed in buildings in particular, in accordance with CFSP Facility Management Guidelines;
- Establishes, maintains and provides documentation for the inspection of all frequently used spaces throughout the Mission facilities and drafts and provides written reports on findings in the field of general maintenance and assessment of the Mission needs;
- Ensures that the activities for which he/she is responsible are consistently planned and executed and regularly reported on;
- Evaluates, reviews and revises project documentation and analyses design specifications included in project proposals for accuracy, soundness, feasibility and cost;
- Conducts technical studies on engineering topics, develops guidelines for the general planning and maintenance of programmes and facilities;
- Has the responsibility for the technical elements of water, gas, electric and related supplies;
- Has the responsibility for the technical specification of Cleaning Services within the premises including waste service;
- Contributes to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- Contributes to Mission external reporting as required;
- Contributes to the induction training of new Mission personnel as required;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required.

Qualifications and Experience:

- University degree in Mechanical, Civil, Structural or Electrical Engineering or closely related fields, where the normal duration of university education in the country awarded is three (3) years or more;
- A minimum of 3 years of experience in premises design/maintenance and minimum 3 years supervisory experience;
- Experience in managing physical security projects is desirable;
- High degree of personal initiative and ability to accept responsibilities in the relevant field;
- Demonstrated effectiveness in developing logistic plans, policies, procedures and new programs;
- Demonstrated fiscal awareness;
- Ability to provide technical and procedural advice in a broad range of engineering areas;
- Ability to develop, maintain and supervise accountability systems for materials and services;
- Ability to deploy to remote locations on short notice for limited duration;
- Ability to manage and mentor a multicultural and multifunctional technical team demonstrating leadership;
- Excellent communication skills (spoken, written and presentational), including ability to present sensitive issues/positions and to write reports and engineering decisions;
- Knowledge of AutoCAD software is desirable;
- Ability to design and operate common database software, spreadsheet and project management applications;
- Ability to define and extract management information for engineering support;
- International experience, particularly in crisis areas with multinational and international organizations 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: Mission Security Operations Room Manager	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 79	Location:	Availability: As soon as possible
Component/Department/Unit: Security Department	Level of Security Clearance: 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) and under the authority of the Senior Mission Security Officer (SMSO), the tasks of the Mission Security Operations Room Manager (MSOM):

Main Tasks:

- Runs the Missions Operations Rooms and ensure its effectiveness;
- Manages the Operations Room staff;
- Develops relevant Standard Operating Procedures;
- Ensures the effective monitoring of the location and movement of all Mission personnel deployed in the field;
- Ensures the collection, analysis distribution and archiving of all incoming security and operational reports; and of information from different sources including the media;
- Monitors the media and relevant open sources and distribute relevant information and to contribute in the situational awareness of the Mission;
- Prepares and disseminate situation summaries for the Mission in a timely manner;
- Reviews incoming messages and alerts, determine urgency and inform the relevant mission elements and responsible staff members;
- Ensures the proper registration of all activities and in particular in case of incident;
- Alerts and inform key security personnel and senior management of important developments;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Performs any other related tasks as required.

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 and in particular in the management of a Crisis or Operations Center/Room;

Additional Requirements

- 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;
- Excellent organizational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats would be an advantage;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- 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.

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)				