

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union CSDP Mission in Mali
(EUCAP Sahel Mali)
3-2015 Call for Contributions**

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|---------------------------------------|--|---|-----------------|---------------------|
| Organisation: | European Union CSDP Mission in Mali (EUCAP Sahel Mali) | | | |
| Job Location: | Bamako | | | |
| Availability: | As indicated below | | | |
| Staff Regime: | As indicated below | | | |
| Job Titles/ Vacancy notice | Ref. | Name of the post | Location | Available on |
| | <u>Seconded</u> | | | |
| | MA 12 | Planning and Evaluation Officer | Bamako | ASAP |
| | MA 37 | Human Resources and Personnel Management Adviser - National Guard | Bamako | ASAP |
| | MA 39 | Mission Analysis Capacity (MAC) Analyst | Bamako | ASAP |
| | MA 49* MA 62 | Trainer Criminal Investigation/ Counter-Terrorism | Bamako | ASAP |
| | MA 54 | Trainer on Human Resources Management | Bamako | 16/05/2016 |
| | MA 72 | Trainer Forensics | Bamako | ASAP |
| | <u>Seconded/Contracted</u> | | | |
| MA 25 | CIS Officer | Bamako | ASAP | |

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| Deadline for applications: | Friday 13 November 2015 at 17:00 Brussels time |
| E-mail address to send the Job Application Form: | cpcc-mali@eeas.europa.eu |
| Information: | <p style="text-align: center;">For more information related to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Mr Frank BORCHERS frank.borchers@eeas.europa.eu</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Ms Carmen EPURE carmen.epure@ext.eeas.europa.eu</p> |

*The availability of this position is subject of approval of extension.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States / invited third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing 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 extending the Mission's mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

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

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 an invited 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 Skills¹ – 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 – e-Hest² or equivalent 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.

¹ http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment_grid/assessment_grid_english.pdf

² <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

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 , i.e. Police/Military Officers with a bullet proof vest and helmet (level IV), and a 9mm duty side arm together with 100 rounds of ammunition 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).

Seconded

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| Position Name: Planning and Evaluation Officer | Employment Regime: Seconded | |
| Ref. Number: MA 12 | Location: Bamako | Availability: As soon as possible |
| Component/Department/Unit: Head of Mission Office | Level of Security Clearance: EU Secret | Open to Invited Third States: No |

Reporting Line:

The Planning and Evaluation Officer reports to the Head of Mission (HoM), coordinated by the Deputy Head of Mission/Chief of Staff (DHoM).

Main Tasks:

- Ensures that mission operational activities are consistently planned according to the OPLAN, in support of an effective implementation of the Mission's mandate. To this effect, he/she contributes to develop and periodically review the Mission Implementation Plan (MIP) in coordination with other relevant organisational units;
- Helps ensuring that Mission operational activities are executed according to the MIP. To this effect, he/she monitors and reports on the state of play of mandate implementation, including through benchmarking, analysis of internal operational reporting and evaluation;
- Undertakes subsequent planning activities to facilitate the achievement of Mission's priorities and objectives;
- Collects and analyses the data against the objectively verifiable indicators in order to assess the status of the Mission's impact;
- Analyses and proposes management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission with a special emphasis on MIP as well as progress in relation to benchmarking;
- Drafts reports on a regular basis in relation to planning, benchmarking and evaluation for both internal management and for the CPCC and EU Member States on the impact of the Mission;
- Liaises with key Mission staff regarding the strategic direction of the Mission in order to ensure that all activities are in line with the strategic priorities and specific objectives of the Mission;
- Supports the collection of information from across the Mission for routine reporting on and analysis of the Mission activities against the Mission's tasks;
- Produces regular and ad-hoc reports for the Mission's management, CPCC and EU Member States on the status of the Mission, critical developments or particular issues;
- Attends regular meetings and exchanges with the Political Office, Security Office, Press and Information Office and other key functions for optimised coordination and synergy;
- Follows internal and external developments relating to the Mission programme's and briefs the HoM and DHoM accordingly;
- Contributes to ensure that Mission personnel is periodically updated on the progress of Mission implementation;
- Contributes to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- Contributes to the induction of Mission's personnel as required;
- Identifies and reports lessons and best practices in his/her respective field of responsibility;
- Undertakes any other job related tasks assigned by the HoM or Deputy HoM.

Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Political Sciences, International Relations, Diplomacy, Social Sciences, Public Administration, Law or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree;
- At least 5 years of relevant professional experience, preferably in the field of Security Sector Reform and/or development programming and/or project management. Such experience must be gained after having obtained the relevant university degree;
- Having successfully attended crisis management related courses for senior staff, is desirable;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- Knowledge of the Logical Framework and other planning techniques/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) | | | | |

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|---|--|---|
| 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 organisation 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 job related tasks as required by the line manager.

Qualifications and Experience:

- Senior Law Enforcement Officer, preferably with a Gendarmerie-like police service experience;
- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Law, International Relations, Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree

OR

- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;
- A minimum of 5 years of police management experience, with broad professional experience, both in organisational aspects and Human Resources management. Such experience must be gained after having obtained the relevant university degree;

- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- 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) | | | | |

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| 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;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a degree in Political Sciences, Social Sciences, International Relations, Diplomacy, Law, Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree

OR

- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;
- Minimum of 2 years analytical experience, is desirable. Such experience must be gained after having obtained the relevant university degree;

- 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;
- 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) | | | | |

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|---|--|---|
| Position Name: Trainer Criminal Investigation/ Counter Terrorism (2 positions) | Employment Regime: Seconded | |
| Ref. Number: MA 49*, 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 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 Mali ISF needs in terms of criminal investigation, including fight against terrorism and organised crime;
- Trains the (future) Mali 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 job related tasks as required.

Qualifications and Experience:

- Law enforcement officer;
- Successful completion of University studies of at least 3 years attested by a degree in Police Sciences, Social Sciences, Law, International Relations, Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree

OR

- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;
- Academic training in criminal investigations, among others related to organised crime, terrorism and other large scale operations, is desirable;
- 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. Such experience must be gained after having obtained the relevant university degree;
- 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;
- 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;
- 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) | | | | |

***The availability of this position is subject of approval of extension.**

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|--|--|---|
| Position Name: Trainer on Human Resources Management | Employment Regime: Seconded | |
| Ref. Number: MA 54 | Location: Bamako | Availability: 16/05/2016 |
| 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 job related tasks as required.

Qualifications and Experience:

- Law enforcement officer;
- Successful completion of University studies of at least 3 years attested by a degree in Police Sciences, Social Sciences, Law, International Relations, Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree

OR

- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;
- Academic training in human resources related operations, is desirable;
- 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 organisational behaviour related training. Such experience must be gained after having obtained the relevant university degree;
- 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;
- 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) | | | | |

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|--|--|---|
| Position Name: Trainer Forensics | Employment Regime: Seconded | |
| Ref. Number: MA 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 identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- Law enforcement officer;
- Successful completion of University studies of at least 3 years attested by a degree in Police Sciences, Social Sciences, Law, International Relations, Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree

OR

- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;
- Academic training in Forensics related operations, is desirable;
- 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. Such experience must be gained after having obtained the relevant university degree;
- 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;
- 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) | | | | |

Seconded/Contracted

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|--|--|---|
| Position Name: CIS Officer | Employment Regime: Seconded/Contracted | Post Category for Contracted: Mission Support Staff - Management Level (MSML) |
| Ref. Number: MA 25 | Location: Bamako | Availability: As soon as possible |
| Component/Department/Unit: Mission Support/CIS | Level of Security Clearance: EU Secret | Open to Invited Third States: No |

Reporting Line:

The CIS Officer reports to the Chief of CIS.

Main Tasks:

- Supports and assists the Chief of CIS on communication and information system matters related to the Mission;
- Identifies requirements in the CIS unit, prepares requests for replenishment and procurement proposals, and assists in the drafting of technical specifications for ICT related services;
- Assists the Chief of CIS in order to maintain an adequate stock of equipment and spares, and organises repair and replacement of equipment as necessary to maintain operational readiness;
- Assists in the deployment, installation, maintenance, and support all the IT architecture of the Mission;
- Advises and assists the Chief of CIS in order to ensure the management of the Data Recovery Plan for the systems;
- Assists in the Implementation of tasks related to ICT security policies;
- Acts as crypto-custodian if required;
- Keeps accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Missions Administration;
- Produces precise reports concerning communication issues and recommendations for improvements;
- Under the supervision of the Chief of CIS, together with local CIS support staff, operates and manages the CIS-Helpdesk, in order to assist all Mission users (both in English and French), and to task and schedule CIS maintenance operations;
- Assists the Chief of CIS in establishing Standard Operating Procedures (SOPs) related to all office automation and communication issues;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma in ICT or technical specialisation in Engineering or other related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree

OR

- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;
- A minimum of 3 years of experience in management of complex information and communication technology infrastructure and systems including maintenance and operation. Such experience must be gained after having obtained the relevant degree;
- Strong knowledge and practice of ICT architecture, preferably in crisis areas;
- System administrator with experience in a predominant Microsoft oriented environment, with systems such as: Microsoft Windows Server 2012 R2, Microsoft Exchange Server 2010/2013, Microsoft SharePoint Server 2013, Microsoft SQL Server 2014, Microsoft Skype for Business, Microsoft Windows 7/10, Microsoft Office 2010/2013, preferably in possession of a few relevant and official Microsoft certified certificates;
- Practical experience with server virtualization such as VMware vSphere 5 or later and/or Microsoft Hyper-V would be an advantage;
- Knowledge and experience in communications hardware and software in the areas of VHF, UHF, HF, Satellite systems (Thuraya and Iridum), GSM, PBX, VoIP, VTC SIP services would be an advantage;
- Knowledge and practice in information security would be an advantage (CISSP Certification is desirable);
- Good level of problem solving and analytical ability to analyse IT and communications issues;
- Experience in drafting procedures for the use and management of computer systems and networks would be an advantage;
- Demonstrated project management skills (ITIL is desirable);
- 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) | | | | |