

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1 – Amendment 1

**European Union CSDP Mission in Mali  
(EUCAP Sahel Mali)  
2-2016 Call for Contributions**

<b>Organisation:</b>	<b>European Union CSDP Mission in Mali (EUCAP Sahel Mali)</b>			
<b>Job Location:</b>	<b>Bamako</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Seconded</u></b> (14 positions)			
	MA 02	Deputy Head of Mission/Chief of Staff	Bamako	25 Oct 2016
	MA 07 MA 38	Human Resources and Personnel Management Adviser – National Police (2 positions)	Bamako	03 Dec 2016 13 Dec 2016
	MA 09	Training Policies Adviser – Gendarmerie	Bamako	03 Aug 2016
	MA 40	Mission Analytical Capability (MAC) Analyst	Bamako	04 Jul 2016
	MA 41	Press and Public Information Officer	Bamako	ASAP
	MA 47 MA 48	Trainer Community Policing/Basic Intelligence (2 positions)	Bamako	13 Dec 2016 01 Dec 2016
	MA 50	Trainer Criminal Investigation/Counter-Terrorism	Bamako	03 Dec 2016
	MA 53	Trainer Public Order/Professional Intervention	Bamako	01 Dec 2016
	MA 58	Legal Drafting Adviser	Brussels	01 Jul 2016
	MA 65	Trainer on Human Resources Management	Bamako	02 Jul 2016
	MA 70	Trainer Border Security	Bamako	ASAP
	MA 84	Operational Evaluator	Bamako	ASAP
	<b><u>Seconded/Contracted</u></b> (13 positions)			
	MA 17	Chief of Human Resources*	Bamako	ASAP
MA 26	Senior Medical Adviser	Bamako	ASAP	

	MA 33	Medical Adviser*	Bamako	ASAP
	MA 37 MA 91	Human Resources and Personnel Management Adviser – National Guard (2 positions)*	Bamako	ASAP
	MA 59 MA 90	Human Resources and Personnel Management Adviser – Gendarmerie (2 positions)*	Bamako	ASAP
	MA 68	Trainer of Trainers*	Bamako	ASAP
	MA 69	Trainer Border Security*	Bamako	ASAP
	MA 85	Ministerial Adviser on Border Management*	Bamako	ASAP
	MA 88	Adviser on Communication and Information Systems*	Bamako	ASAP
	MA 98	Human Resources Officer*	Bamako	ASAP
	MA 99	Mission Security Officer – Field Security Instructor*	Bamako	ASAP

<b>Deadline for applications:</b>	Friday 10 June 2016 at 17:00 Brussels time
<b>E-mail address to send the Job Application Form:</b>	<a href="mailto:cpcc-mali@eeas.europa.eu">cpcc-mali@eeas.europa.eu</a>
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Mr Frank BORCHERS</b>  <a href="mailto:frank.borchers@eeas.europa.eu">frank.borchers@eeas.europa.eu</a>  or  <b>Ms Carmen EPURE</b>  <a href="mailto:carmen.epure@ext.eeas.europa.eu">carmen.epure@ext.eeas.europa.eu</a></p>

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

**EUCAP Sahel Mali** bears a High Risk Non-Family Mission status due to the present risk rating of the mission area as high. As such, international seconded and contracted Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For reasons of security, the Mission Members are obliged to live in restricted areas, where security responsibilities are born by the Mission.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing or invited third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing and invited third States are not entitled to receive allowances paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates. A seconded staff member of EUCAP Sahel Mali is eligible to apply for a contracted post only if his/her secondment will end within three (3) months from the deadline for applications and if his/her request for extension of the secondment has not been supported by the relevant State or EU Institution.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English or French language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

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

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

#### **A. Essential requirements**

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

**Citizenship** – The candidates must be citizens of an EU Member State or of a contributing third State.

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

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

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

**Availability** – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

**Physical and mental health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in contributing States.

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

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

**Education** – A recognised academic qualification under the European Qualifications Framework (EQF)<sup>1</sup>, or equivalent, at a level specified in the individual job descriptions.

**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** – 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 immunisations for the Mission area. Yellow fever vaccination is compulsory to be admitted in to the country.

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

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

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

#### **D. Additional information on the selection process**

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

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

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

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

#### **E. Job descriptions**

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

<b>Position:</b> Deputy Head of Mission/ Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 02	<b>Location:</b> Bamako	<b>Availability:</b> 25 Oct 2016
<b>Component/Department/Unit:</b> Office of the Head of Mission	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Deputy Head of Mission/Chief of Staff reports to the Head of Mission (HoM).

### Main Tasks and Responsibilities:

- To support the HoM in operationalising the Mission mandate through managing, prioritising and directing the work of the Mission to ensure delivery on the Mission mandate and tasks as set out in planning documents, the Mission Implementation Plan (MIP), and instructions issued by the HoM;
- To deputise for the HoM in his/her absence;
- To be the central point of entry for communication between the Mission and the Operational Headquarters (EEAS/CPCC);
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC;
- To act as the primary interlocutor at senior management level for the local staff;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline;
- To exercise the day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities;
- To lead, manage and direct the work of the Office of the Chief of Staff;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, the Office of the EUSR, the representatives of EU Member States and contributing third States, according to HoM's instructions;
- To liaise externally with international organisations, agencies and interlocutors as appropriate;
- To attend internal and external meetings with and on behalf of HoM;
- To ensure drafting of reports and other correspondence on behalf of the HoM as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;

- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, or any other activity to HoM's Office;
- To undertake any other job related tasks as requested by the Head of Mission.

**Mission Specific:**

- To ensure effective communication between Mission Divisions, Mission Support Department, Security and Safety Department and Office of the Chief of Staff;
- To have the overview of the general processes of recruitment and deployment of international staff.

**Education and Experience:**

Essential

- Successful completion of university studies of at least 4 years attested by a diploma at Master's level – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the educational requirements, a minimum of 12 years of relevant professional experience out of which at least 5 years of experience at senior management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Law, Social Sciences, Public or Business Administration, or a related field of study;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to lead and oversee a Mission with staff members of different professional backgrounds;
- Excellent interpersonal and communication skills, familiarity with diplomatic protocol;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent managerial skills and ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff, to review and edit the work of others.

Desirable

- Experience in management of strategic analysis as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms;
- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				



<b>Position:</b> Human Resources and Personnel Management Adviser - National Police	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 07, MA 38	<b>Location:</b> Bamako	<b>Availability:</b> 03 Dec 2016, 13 Dec 2016
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To act as a referent for the National Police - Personnel Management Division (*Division du Personnel*);
- To work in close cooperation with the Personnel Management Division of the National Police in order to:
  - help record and review all documentation relating to National Police - Personnel Management;
  - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuring and reform process in Human Resources management, including organisation of National Police Personnel Management Division;
  - assist in identifying priorities in restructuring National Police - Personnel management and especially help in designing training strategy, policies and programs in line with operational needs and academies capabilities;
  - help establishing a National Police - Personnel Management data system;
- To maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- To identify lessons and best practices in his/her respective field of competence;
- To contribute to the induction of Mission personnel as required;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- General Law Enforcement management experience, including Human Resources;

- To be a Senior Law Enforcement Officer.

Desirable

- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Training Policies Adviser - Gendarmerie	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 09	<b>Location:</b> Bamako	<b>Availability:</b> 03 Aug 2016
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To act as a referent in order to develop the conceptual and organisational framework in the field of training for the Recruitment and Training Division (*Division du Recrutement et de la Formation*);
- To work 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 restructuring and reform process in training, including the organisation of the Gendarmerie - Recruitment and Training Division;
  - assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula, managing, running and evaluating training courses at academic level;
  - assist in the provision of advice, guidance regarding training organisation, methods and contents;
- To identify lessons and best practices in his/her respective field of competence;
- To contribute to the induction of Mission personnel as required;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies with of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of and equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- Training, mentoring or advising experience in the field of training with a law enforcement agency;
- To be a Senior Law Enforcement Officer.

Desirable

- Experience with a Gendarmerie-like police service;
- Experience as a trainer in organisational aspects of a police force;
- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Mission Analytical Capability (MAC) Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 40	<b>Location:</b> Bamako	<b>Availability:</b> 04 Jul 2016
<b>Component/Department/Unit:</b> Head of Mission/ Deputy Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Mission Analytical Capability (MAC) Analyst reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

### Main Tasks and Responsibilities:

- To analyse changes on the ground, including trends and events, in order to identify political, security and socioeconomic developments in Mali and the Sahel region of a mid to long term nature affecting opportunities and challenges to mandate implementation;
- To carry out and prepare studies and analytical assessments of these developments, pertaining to the current level of performance of the Malian security forces and identifying priorities and opportunities for engagement, including levers for supporting structural change;
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by Head of Mission (HoM);
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the DHoM/CoS and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To support the efficiency of information within the Mission;
- To act upon the HoM's information and analysis requirements;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

Essential

- Successful completion of University studies with a duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, and Social Sciences;
- The relevant professional experience should be achieved in analysis and research related areas of expertise.

### Desirable

- Skills and experience in the handling, processing and analysis of information from various sources;
- Experience in the use of analytical IT packages and processes;
- Ability to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to work on his/her own initiative in a methodical manner;
- International experience, particularly in crisis areas with multi-national and international organisations.

### 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)				

<b>Position:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 41	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission/ Deputy Head of Mission Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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/Chief of Staff (DHoM/CoS).

### Main Tasks and Responsibilities:

- To provide guidance on press and public information issues to the Mission;
- To provide strategic and operational guidance and media advice on all internal and external communication matters directly to the HoM and DHoM/CoS as well as other key staff as necessary;
- To act as the main spokesperson for the Mission;
- To draft press lines, press releases, public statements and articles and to co-ordinate, supervise and, where necessary, conduct press conferences, briefings and other media and public outreach events;
- To maintain an effective Mission website and manage the Mission's social media platforms;
- To be responsible for all the contract/tender/designs for PPIO visibility items and the PPIO budget and for visibility budget related procurement processes;
- To be responsible for the media aspects of high level official visits and to co-ordinate and supervise arrangements for visiting journalists/media;
- To manage the media aspects of the changing nature of the Mission, providing relevant advice and guidance as necessary;
- To create and promote positive communication and information campaigns aiming to support and explain the Mission to local, regional and international audiences;
- To be responsible for the production of the daily media monitoring and its dissemination internally through the Mission;
- To co-ordinate and supervise internal communications throughout the Mission;
- To ensure 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;
- To ensure 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;
- To analyse the public impact of the Mission's activities and the effectiveness of the Mission's public outreach work;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

AND

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Journalism, Communications, Political Science, Law, International Relations, Social Sciences, or a related field of study;
- Press and Public Information, Communication related working experience.

Desirable

- Skills and experience in the handling, processing and analysis of information from various sources;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				



<b>Position:</b> Trainer Community Policing/ Basic Intelligence	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 47, MA 48	<b>Location:</b> Bamako	<b>Availability:</b> 13 Dec 2016, 01 Dec 2016
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To train the members of the Malian Internal Security Forces (Police, Gendarmerie and National Guard - ISF) on community policing and basic principles of intelligence, using lessons learned and actual cases;
- To help identify the Malian ISF needs in terms of community policing and intelligence;
- To train the (future) Malian ISF trainers in community policing and intelligence (train the trainers);
- To train and provide tactical and operational advice in the field of community policing and intelligence;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to community policing and intelligence;
- To coordinate with other actions already undertaken by international stakeholders;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies with of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
- OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
- AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above-mentioned university degree must in in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- Community policing/intelligence related law enforcement working experience, at operational level;
- To be a Senior Law Enforcement Officer.

Desirable

- 2 years of the above-mentioned experience as police trainer in a community policing and/or intelligence related field;
- Training in community policing and basic intelligence related operations;
- 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;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Trainer Criminal Investigation/ Counter-Terrorism	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 50	<b>Location:</b> Bamako	<b>Availability:</b> 03 Dec 2016
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To train the members of the Internal Security Forces (Police, Gendarmerie and National Guard - ISF) on criminal investigation related tasks, including basic principles of fight against organised crime and terrorism, using lessons learned and actual cases;
- To help identifying the Mali ISF needs in terms of criminal investigation, including fight against terrorism and organised crime;
- To train the (future) Mali ISF trainers in criminal investigation (train the trainers);
- To train and provide tactical and operational advice to criminal investigation unit leaders;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to large scale and multi-disciplinary criminal investigations;
- To coordinate with other actions already undertaken by international stakeholders;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies with a duration of 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
- OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
- AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- Operational and criminal investigation/counter-terrorism working experience in Law Enforcement;
- To be a Senior Law Enforcement Officer.

Desirable

- 2 years of the above-mentioned experience as police trainer in criminal investigation/counter-terrorism;
- Training in criminal investigations, among others related to organised crime, terrorism and other large scale operations;
- 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;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Trainer Public Order/ Professional Intervention	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 53	<b>Location:</b> Bamako	<b>Availability:</b> 01 Dec 2016
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To train the members of the Malian Internal Security Forces (Police, Gendarmerie and National Guard - ISF) on public order and professional intervention related tasks, including basic principles of crowd control, using lessons learned and actual cases;
- To help identifying the Malian ISF needs in terms of public order and professional intervention;
- To train the (future) Malian ISF trainers in public order and professional intervention (train the trainers);
- To train and provide tactical and operational advice to public order unit leaders;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to large scale and multi-disciplinary public order operations;
- To coordinate with other actions already undertaken by international stakeholders;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above-mentioned university degree must in in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- Operational, public order/professional intervention related work experience in Law Enforcement;
- To be a Senior Law Enforcement Officer;

#### Desirable

- 2 years of the above-mentioned experience as police trainer in public order/professional intervention;

- Training in public order operations, among others related to crowd control and other large scale operations;
- 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;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Legal Drafting Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 58	<b>Location:</b> Bamako	<b>Availability:</b> 01 Jul 2016
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To review, assess and report on the Malian legislative framework related to Mission's mandate, identifying gaps and needs;
- To help the Malian Ministry of Interior and Security and the Ministry of Defence to identify weaknesses, needs and areas of potential improvement in legislative and regulatory law;
- To assist Internal Security Forces (Police, Gendarmerie, and National Guard – ISF) in elaboration of new conceptual and doctrinal framework especially in Human Resources, Management and Training areas;
- To assist in the provision of advice and guidance regarding conceptual and doctrine framework underlying restructuration and administrative reform process;
- In close collaboration with Strategic Advisers and in liaison with the Political Adviser and the Senior Liaison and Coordination Officer, to contribute to the overall work on Security Sector Reform in his/her field of action;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to Management or Human Resources;
- To assist the Chief of Strategic Advice in monitoring projects in his/her field of action;
- To coordinate with other actions already undertaken by international stakeholders;
- To identify lessons and best practices in his/her field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 4 years attested by a diploma at Master's level - equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Public Law, Procedural Law, Criminal Law, or a related field of study;
- At least 3 years of the above-mentioned experience must be in the area of legal drafting;
- To be a Senior Law Enforcement Officer or a professional working with a Law Enforcement Agency.

Desirable

- Expertise in International Law or International Humanitarian Law;
- Experience in analysing complex legal issues in a crisis theatre and advising on legal texts;
- International experience, particularly in crisis or post-conflict areas, preferably with multinational and/or international organisations.

**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)				



<b>Position:</b> Trainer on Human Resources Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 65	<b>Location:</b> Bamako	<b>Availability:</b> 02 Jul 2016
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Trainer of Human Resources reports to the Team Leader Trainers.

### Main Tasks and Responsibilities:

- To train the members of the Malian Internal Security Forces (Police, Gendarmerie and National Guard - ISF) on principles of Human Resources management, using lessons learned and actual cases;
- To help identifying the Malian ISF needs in terms of Human Resources Management;
- To train the (future) Malian ISF trainers in Human Resources (train the trainers) related matters;
- To train and provide tactical and operational advice in the field of Human Resources Management;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to Human Resources Management;
- To coordinate with other actions already undertaken by international stakeholders;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of and equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above-mentioned university degree must in in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- Human resources related working experience in Law Enforcement;
- To be a Senior Law Enforcement Officer.

#### Desirable

- 2 years of the above-mentioned experience is in human resources or organisational 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;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Trainer Border Security	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 70	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Trainer Border Security reports to the Team Leader Trainers.

### Main Tasks and Responsibilities:

- To train the members of the Malian Internal Security Forces (Police, Gendarmerie and National Guard - ISF) on border security issues and documents forgery, using lessons learned and actual cases;
- To help identify the Malian ISF needs in terms of border security issues and documents forgery;
- To train the (future) Malian ISF trainers in border security issues and documents forgery (train the trainers);
- To train and provide tactical and operational advice in the field of border security and documents forgery;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to border security issues and documents forgery;
- To coordinate with other actions already undertaken by international stakeholders;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of professional experience.

#### Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- Operational border police/border guard related working experience;
- To be a Senior Law Enforcement Officer.

#### Desirable

- 2 years of the above-mentioned experience in border security, including documents forgery, and/or training experience in these fields;

- Given the fact that the Malian security forces are composed of civil and military forces and given the demand to respect their various cultures, Mission requires both, trainers with a gendarmerie background and trainers with a police or customs background;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Operational Evaluator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 84	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Operational Evaluator is responsible for the assessment of the training and advising related activities and operations, and will be working closely with the Training and Advisory Units while coordinating with the Planning and Evaluation Unit. The Operational Evaluator is reporting to the Head of Operations.

### Main Tasks and Responsibilities:

- To develop tailor-made assessment tools to evaluate the effectiveness of Mission activities in support of the Malian Internal Security Forces (Police, Gendarmerie and National Guard - ISF);
- To assess the effectiveness of the training and advising conducted by the Mission and provide support for the preparation of the future training and advising related activities and operations;
- To this purpose, to support the Mission's sustainability strategy with regards to all Mission's training operations including the training of trainers' concept and the mentoring phase of the post-train the trainers' activities, in order to reinforce local ownership of the Malian ISF;
- In coordination with the Planning and Evaluation Unit, to develop analytical indicators and tools in order to monitor, evaluate and assess current and future training and advising outcomes, outputs and return on investment according to Kirkpatrick's model;
- In coordination with the Planning and Evaluation Unit, to analyse and interpret the results and data, drafts reports based on lessons identified and provide suggestions for best practices;
- To contribute as requested to the development and periodic review of the Mission's Implementation Plan (MIP) and Mission's benchmarking;
- To support as appropriate, through advice and reports, the training and advisory teams, upon their request;
- To propose recommendations to the Head of Operations based on the evaluation conducted, including in the development of new training programs and contents;
- To assess the operational activities within the mission area, including regional capitals and border police stations;
- To ensure that the cross-cutting aspects like human rights and gender are taken into consideration in the evaluation of activities;
- To contribute to the induction training of new mission personnel as required;
- To contribute to the Mission's external reporting as required;
- To undertake any other job related tasks as requested by the Line Managers.

### Qualifications and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank
- AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience, out of which at least 2 years of experience in police coordination/at management level.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- To be a Senior Law Enforcement Officer.

#### Desirable

- Excellent knowledge of evaluation tools and of different assessment methodologies;
- Excellent analytical, synthesis and drafting skills;
- Experience in a unit or service specialised in evaluation and assessment;
- International experience, particularly in crisis areas with multi-national and international organisations.

#### 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

<b>Position:</b> Chief of Human Resources*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> MA 17	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Human Resources	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To direct and supervise the work of the Human Resources Office on all matters pertaining to the field of responsibility in line with the relevant planning documents, ensuring internal coordination and consistency in the overall Human Resources approach;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for the setting up and implementation of relevant Mission internal strategies, policies and procedures, fully in line and in support of the Mission's overall strategies and operational needs;
- To ensure an effective and transparent human resources planning and recruitment process;
- To ensure a fair, effective and transparent performance appraisal process;
- To ensure an effective and efficient human resources administration process;
- To support the Mission management in implementing the Mission's mandate in accordance with the Mission key documents and ensuring effective training activities for staff members and other relevant support during their tenure;
- To ensure that Line Managers of the Mission get the necessary advice and support in human resources matters;
- To coordinate as appropriate with the EEAS (CPCC) and the European Commission as well as with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To ensure timely reporting to the Mission management and the EEAS (CPCC) on human resources related issues;
- To act as a key interlocutor with staff and their representatives, such as the Staff Committees and National Contingent Leaders/National Points of Contact, on matters affecting staff, and to facilitate bringing closer the concerns of staff to senior management;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

Essential

- Successful completion of University studies with a duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience, out of which at least 4 years of experience in management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Human Resources, Business Administration, Law, Management, or a related field of study;
- Human Resources related working experience.

Desirable

- Experience in planning and implementing projects;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				



<b>Position:</b> Senior Medical Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> MA 26	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Medical Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Senior Medical Adviser reports to the Head of Mission Support.

### Main Tasks and Responsibilities:

- To assist and advise the Head of Mission (HoM) and Head of Mission Support on all medical/welfare matters;
- To plan, analyse, design and maintain a program to implement all aspects of the medical needs of the Mission;
- To provide the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To provide primary care and first aid to the Mission personnel in close coordination with regional health care providers and within means and capabilities;
- To accompany the Mission's Mobile Units and provide the necessary assistance during the regional and local missions;
- To provide medical guidance and counselling to all staff members either present at HQ or elsewhere in theatre;
- To coordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To develop, organise and monitor the provision of primary care and first aid to the Mission personnel in close coordination with regional health care providers and within means and capabilities;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if EU staff members are in need of (advanced) medical treatment due to illness or an emergency, e.g. RTA, in close cooperation with the medical practitioner in attendance;
- To coordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member in close cooperation with all involved health care providers and the Mission's insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To coordinate the Medical Briefings and First Aid Training for all incoming Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To implement all aspects of medical needs of the Mission after formal approval by the HoM;
- To establish professional contacts with EU personnel from all levels throughout the areas of operation;
- To be integrated in all operational planning and maintain a detailed understanding of both current and future plans;

- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the HNS and others and regularly issue an updated list of available MTF in the areas of operation;
- To coordinate and monitor the regularly update of the medical emergency plan in coordination with all relevant elements of Mission, international, civilian and military organisations in the areas of operation;
- To undertake any other job related tasks as requested by the Line Managers.

**Education and Experience:**

Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

- Having a license to practice medicine as a physician

AND

- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience out of which at least 3 years of experience in a managerial position.

Specification of Education and Experience

- The above mentioned university degree must be in Medicine;
- Medical related working experience.

Desirable

- Minimum 3 years of experience in medical planning and administrative procedures, including experience in mass casualty situations planning/major incident medical management and support (MIMMS course);
- Preferably an ATLS trained General Practitioner (GP) and having extensive knowledge of tropical medicine and emergency medicine;
- Experience in planning and implementing projects;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Medical Adviser*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> MA 33	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Medical Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### **Reporting Line:**

The Medical Adviser reports to the Senior Medical Adviser.

### **Main Tasks and Responsibilities:**

- To assist and advise the Senior Medical Adviser;
- To deputise for the Senior Medical Adviser in his/her absence;
- To provide medical guidance and counselling to all staff members either present at HQ or elsewhere in theatre;
- To assist and advise in close cooperation with the Medical Adviser the preparation of the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission;
- To provide primary care and first aid to the Mission personnel in close coordination with regional health care providers and within means and capabilities;
- To accompany the Mission's Mobile Units and provide the necessary assistance during the regional and local missions;
- To assist the assessment for treatment in theatre and/or the medical evacuation (by ground and/or by air) if EU staff members are in need of (advanced) medical treatment due to illness or an emergency, e.g. RTA, in close cooperation with the medical practitioner in attendance;
- To assist and advise on all elements of the medical evacuation chain in case of disease or injury of the Mission member in close cooperation with all involved health care providers and the mission's insurance company;
- To perform Medical Briefings and First Aid Training for all incoming Mission members;
- To gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To implement all aspects of medical needs of the Mission after formal approval by the Head of Mission;
- To establish professional contacts with EU personnel from all levels throughout the areas of operation;
- To be integrated in all operational planning and maintain a detailed understanding of both current and future plans;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the HNS and others and regularly issue an updated list of available MTF in the areas of operation;
- To update the medical emergency plan in coordination with all relevant elements of Mission, international, civilian and military organisations in the areas of operation;
- To ensure that the contents of all Mission First Aid and Trauma Kits are sufficient;
- To undertake any other job related tasks as requested by the Line Managers.

## Education and Experience:

### Essential

- Successful completion of University studies with a duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
- Having a license to practice medicine as a physician  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

### Specification of Education and Experience

- The above mentioned university degree must be in Medicine;
- Medical related working experience.

### Desirable

- Minimum 3 years of experience in medical planning and administrative procedures, including experience in mass casualty situations planning/major incident medical management and support (MIMMS course);
- Preferably an ATLS trained General Practitioner (GP) and having extensive knowledge of tropical medicine and emergency medicine;
- Experience in planning and implementing projects;
- International experience, particularly in crisis areas with multi-national and international organisations.

## 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)				

<b>Position:</b> Human Resources and Personnel Management Adviser - National Guard*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level (MSML)
<b>Ref. Number:</b> MA 37, MA 91	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To act as a referent for the National Guard - Personnel Office (*Bureau du Personnel/Division administrative et financière*);
- To work 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;
  - support the establishment of a National Guard - Personnel Management data system;
- To maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- To identify lessons and best practices in his/her respective field of competence;
- To contribute to the induction of Mission personnel as required;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies with a duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- General Law Enforcement management experience, including Human Resources;

- To be an active or former Senior Law Enforcement Officer or a professional with experience in Law Enforcement.

Desirable

- Experience with a Gendarmerie-like police service experience;
- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Human Resources and Personnel Management Adviser – Gendarmerie*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level (MSML)
<b>Ref. Number:</b> MA 59, MA 90	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To act as a referent for the Gendarmerie - Personnel Management Division (*Division de la Gestion des Personnels*);
- To work in close cooperation with the Personnel Management Division of Gendarmerie 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 restructuring and reform process in Personnel Management, including organisation of Gendarmerie - Personnel Management Division;
  - assist in identifying priorities in restructuring Gendarmerie - Personnel Management and especially help in designing training strategy, policies and programs in line with operational needs;
  - support the establishment of a Gendarmerie - Personnel Management data system;
- To maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- To contribute to the induction of Mission personnel as required;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- General Law Enforcement management experience, including Human Resources;

- To be an active or former Senior Law Enforcement Officer or a professional with experience in Law Enforcement.

Desirable

- Experience with a Gendarmerie-like police service experience;
- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				



<b>Position:</b> Trainer of Trainers*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level (MSML)
<b>Ref. Number:</b> MA 68	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Trainer of Trainers reports to the Team Leader Trainers.

### Main Tasks and Responsibilities:

- To train the members of the Malian Internal Security Forces (Police, Gendarmerie, and National Guard - ISF) on training methodology, using lessons learned and actual cases;
- To help identifying the Malian ISF needs in terms of training methodology;
- To train the (future) Malian ISF trainers in pedagogic methods (train the trainers);
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to training of trainers;
- To monitor the trainers of the Malian ISF;
- To advise the trainers of the Mission on pedagogic/training methods;
- To coordinate with other actions already undertaken by international stakeholders;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above-mentioned university degree must in in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- Experience in design, delivery or coordination of training for law enforcement officers;
- To be an active or former Senior Law Enforcement Officer or a professional with experience in Law Enforcement.

Desirable

- 2 years of the above-mentioned experience as a coach or trainer for law enforcement officers;
- 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;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Trainer Border Security*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level (MSML)
<b>Ref. Number:</b> MA 69	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Training	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Trainer Border Security reports to the Team Leader Trainers.

### Main Tasks and Responsibilities:

- To train the members of the Malian Internal Security Forces (Police, Gendarmerie and National Guard - ISF) on border security issues and documents forgery, using lessons learned and actual cases;
- To help identify the Malian ISF needs in terms of border security issues and documents forgery;
- To train the (future) Malian ISF trainers in border security issues and documents forgery (train the trainers);
- To train and provide tactical and operational advice in the field of border security and documents forgery;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to border security issues and documents forgery;
- To coordinate with other actions already undertaken by international stakeholders;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above-mentioned university degree must in in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration or a related field of study;
- Operational border police/border guard related work experience;
- To be an active or former Senior Law Enforcement Officer or a professional with experience in Law Enforcement.

Desirable

- 2 years of the above-mentioned experience in border security, including documents forgery, and/or training experience in these fields;
- Given the fact that the Malian security forces are composed of civil and military forces and given the demand to respect their various cultures, Mission requires both, trainers with a gendarmerie background and trainers with a police or customs background;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Ministerial Adviser on Border Management*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level (MSML)
<b>Ref. Number:</b> MA 85	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Ministerial Adviser on Border Management reports to the Chief of Strategic Advice.

### Main Tasks and Responsibilities:

- To provide expertise and act as a reference in the field of development of future policy and strategy of the Malian Ministries involved in the area of Border Management and Migration issues;
- To contribute to strengthening the rule of law through the development of a future policy of the Malian authorities in Border Management area;
- To identify relevant actors in different ministries and Internal Security Forces (Police, Gendarmerie and National Guard - ISF) involved in border management and migration issues;
- To establish a sustainable contact network with all counterparts involved in border management issues, especially at ministry level;
- To assess the inter-ministerial and inter-agency coordination requirements in the field of border management and advise Malian authorities accordingly;
- To identify and assess needs of the security actors in relation to their tasks in border management at central level and in the field;
- To contribute to supporting Malian authorities at ministerial and top institutional level in order to develop and implement a national integrated border management strategy;
- To provide advice and guidance regarding conceptual and doctrine framework underlying the restructuration and reform process in border management;
- To propose adequate measures to be implemented in agreement with the Malian authorities;
- To advise on the introduction of simplified procedures and effective risk analysis, selectivity profiling and targeting systems, as well as on the effective exchange of information and cross border cooperation/operations;
- To provide advice on possible improvements of the skills and performance of local officers;
- In liaison with other concerned Mission members, to contribute to the overall Security Sector Reform process in his/her field of action;
- To assist the Chief of Strategic Advice in monitoring projects in his/her field of action;
- To coordinate with other actions already undertaken by international stakeholders;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of and equivalent rank  
AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Social Sciences, Economics, Law, International Relations, Public or Business Administration, or a related field of study;
- Border-related working experience with a Law Enforcement Agency;
- To be an active or former Senior Law Enforcement Officer or a professional with experience in Law Enforcement.

Desirable

- Experience at senior level on Border Guard Units and specific border management services;
- Advisory or managerial experience in a Ministry department;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				

<b>Position:</b> Adviser on Communication and Information Systems*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level (MSML)
<b>Ref. Number:</b> MA 88	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Adviser on Communication and Information Systems reports to the Chief of Strategic Advice.

### Main Tasks and Responsibilities:

- To provide expertise and act as a referent in the field of support to Internal Security Forces (Police, Gendarmerie and National Guard - ISF) regarding Communication and Information Systems;
- In liaison with the Human Resources and Personnel Management Advisers, to assess and identify the needs of the Malian ISF in the field of communication and information systems, notably applicable to the human resources area;
- To assist the Mission's Advisory Unit in developing and setting up of a National Police - Personnel Management data system and to provide support for establishing similar data systems for the Gendarmerie and National Guard;
- To provide support in assessment and review of the operational database already in place and set up new ones if necessary;
- In liaison with the Mission Project Cell and Mission Support Department (Procurement, Finance), to provide expertise and support to the identification, elaboration and implementation of the projects related to communication and information systems;
- To propose adequate measures to be implemented in view of developing the communication and information systems in the Malian ISF;
- To support the Advisory Unit in the assessment of security issues related to communication and information systems in the Malian ISF;
- To assist the Advisory Unit in the conception, elaboration and implementation of a Website for each ISF;
- To provide expertise in the elaboration/review of the ISF syllabus concerning communication and information area;
- To assist the Chief of Strategic Advice in monitoring projects in his/her field of action;
- To coordinate with other actions already undertaken by international stakeholders;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of and equivalent rank

AND

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

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Computer and Information Systems, Engineering or a related field of study;
- Information technology and communications related work experience;
- To be an active or former Senior Law Enforcement Officer or a professional with experience in Law Enforcement.

Desirable

- CIS Experience in a Law Enforcement Department or Armed Forces;
- Knowledge and practical experience in information security;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				



<b>Position:</b> Human Resources Officer*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> MA 98	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Human Resources	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Human Resources Officer reports to the Chief of Human Resources.

### Main Tasks and Responsibilities:

- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for seconded eligible staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with Line Managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement. To participate as a member of selection panels as required; to communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including Line Managers and the Brussels Support Element;
- To take active part in implementing procedures deriving from staffing reviews, such as internal competitions for retention of staff, internal Calls for Applications, redeployments, etc.;
- To advise and assist staff members concerning the human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To conduct a timely issuance and proper management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance record system;
- To administer the staff's leave entitlements;
- To ensure the correct preparation and timely submission of the monthly payrolls;
- To ensure the timely and correct administration of other financial entitlements of staff, such as reimbursement of duty trips, temporary reallocations, home travel reimbursement, etc.;
- To process Human Resources related requests and appeals of Mission staff members;
- To maintain updated the personnel databases as appropriate;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To monitor the performance of contractors in his/her area of responsibility;

- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies;
- To plan, organise and deliver training modules, produce training materials, report on training activities;
- To support the Chief Human Resources in assessing training and staff development needs throughout the Mission at all levels and in his/her role of a focal point in the Mission for organising training programmes;
- To develop, coordinate and implement effective induction and in-service training and staff development programmes for all personnel of the Mission;
- To develop and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance;
- To develop and implement tools for staff succession and continuation of business as part of the staff turnover, such as handover notes, advice on specific training to newcomers, coaching etc.;
- To undertake any other job related tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 3 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Human Resources, Business Administration, Law, Management, or a related field of study;
- Human Resources related working experience.

#### Desirable

- Experience in planning and implementing projects;
- International experience, particularly in crisis areas with multi-national and international organisations.

### 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)				

<b>Position:</b> Mission Security Officer - Field Security Instructor*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level (MSML)
<b>Ref. Number:</b> MA 99	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Mission Security Officer - Field Security Instructor (MSO-FSI) reports to the Senior Mission Security Officer (SMSO).

### Main Tasks and Responsibilities:

In line with the EU's Policy on the security of EU staff deployed outside the EU in an operations capacity under Title V of the Treaty on European Union:

- To organise and deliver security and safety briefings for all newly arrived International and Local Mission members;
- To organise and conduct firearms training;
- To organise and conduct test for contracted security MSO meeting Mission's operational standards in terms of weapons safe-handling and shooting abilities;
- To provide briefings on matters affecting security and safety of mission members and to ensure that they are properly prepared for emergencies;
- To liaise closely and to coordinate with other mission departments to define training needs;
- To develop and to organise specialised security and safety related trainings;
- To deliver regular security and safety training to all Mission members;
- To develop a Mission Security and Safety training guide/manual and to update it regularly;
- To keep the SMSO updated on all training policies;
- To produce security assessments and analysis as tasked;
- To evaluate biannually the effectiveness of the ongoing initiatives;
- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To liaise as directed and to co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To undertake any other job tasks as requested by the Line Managers.

### Education and Experience

Essential

- Successful completion of University studies with a duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security Management or Public/Business Administration, Political/Social Sciences, International Relations or other fields with focus on security management;
- The above mentioned professional experience must be acquired in the civilian, military or police sectors;
- To be in possession of civilian driving license class C.

Desirable

- Qualified firearms trainer/instructor in a police or military context;
- Experience in the protection of personnel, facilities and assets;
- Experience in planning and designing training packages, and providing security training;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats;
- Successful completion of EU Mission Security Officer Certification;
- International experience, particularly in crisis areas with multi-national and international organisations.

**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)				