

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union CSDP Mission in Mali
(EUCAP Sahel Mali)
3-2016 Call for Contributions**

Organisation:	European Union CSDP Mission in Mali (EUCAP Sahel Mali)			
Job Location:	Bamako			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u> (12 positions)			
	MA 07* MA 38	Human Resources and Personnel Management Adviser – National Police (2 positions)	Bamako	3 Dec 2016 13 Dec 2016
	MA 08	Human Resources and Personnel Management Adviser – National Guard	Bamako	15 Feb 2017
	MA 34	Executive Assistant to the Head of Mission	Bamako	ASAP
	MA 39	Mission Analytical Capability (MAC) Analyst	Bamako	ASAP
	MA 41	Press and Public Information Officer	Bamako	ASAP
	MA 44	Reporting Officer	Bamako	31 Jan 2017
	MA 49	Trainer Criminal Investigation/Counter-terrorism	Bamako	15 Feb 2017
	MA 53	Trainer Public Order/Professional Intervention	Bamako	01 Dec 2016
	MA 58	Legal Drafting Adviser	Bamako	ASAP
	MA 70	Trainer Border Security	Bamako	ASAP
	MA 84	Operational Evaluator	Bamako	ASAP
	<u>Seconded/Contracted</u> (7 positions)			
	MA 23	Logistics/Transport Officer	Bamako	ASAP
	MA 25*	CIS Officer	Bamako	15 Jan 2017
	MA 33	Medical Adviser	Bamako	ASAP
	MA 56	Deputy Senior Mission Security Officer	Bamako	ASAP
	MA 59 MA 90	Human Resources and Personnel Management Adviser – Gendarmerie (2 positions)	Bamako	ASAP
MA 88	Adviser on Communication and Information Systems	Bamako	ASAP	

Deadline for applications:	Friday 18 November 2016 at 17:00 Brussels time
E-mail address to send the Job Application Form:	cpcc-mali@eeas.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Mr Frank BORCHERS frank.borchers@eeas.europa.eu or Ms Carmen EPURE carmen.epure@ext.eeas.europa.eu</p>

** The availability of these positions is pending confirmation of extension, respectively non-extension.*

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

The following are essential requirements in respect of civilian international experts to the Missions:

Citizenship – Citizenship 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.

Communication Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

Language Skills¹ – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

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

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Education – A recognised academic qualification under the European Qualifications Framework (EQF)², or equivalent, at a level specified in the individual job descriptions.

Driving Licence – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

¹ [Common European Framework of References for Languages](#)

² <https://ec.europa.eu/ploteus/content/descriptors-page>

B. Desirable 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 the Mission areas – 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.

Knowledge and Experience of SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence - Category C driving licence.

C. Essential Documents and Equipment for Selected Candidates

Passport – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Contributing States and selected candidates 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.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. 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 immunisations received. They also must be vaccinated according to the required immunisations for the Mission area. Yellow fever vaccination is compulsory to be admitted to the country.

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

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates, i.e. Police/Military Officers with a bullet proof vest and helmet (level IV), and a 9mm duty side arm together with 100 rounds of ammunition upon deployment.

D. Additional Information on the Selection Process

Gender balance - 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 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 shortlisted 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.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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

Position: Human Resources and Personnel Management Adviser - National Police	Employment Regime: Seconded	
Ref. Number: MA 07* MA 38	Location: Bamako	Availability: 3 Dec 2016 13 Dec 2016
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

* The availability of this position is pending confirmation of extension.

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Advisers as appropriate.
- To design and deliver training, as appropriate.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor with 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 the National Police 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 the National Police Personnel Management Division;
 - assist in identifying priorities in restructuring the National Police Personnel Management and especially help in designing a 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 contribute to the induction of Mission personnel as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Sciences, International Relations, Economics, Law, Social Sciences, or Administration; **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.
- Extensive knowledge of Human Resources.

5. Desirable Qualifications and Experience

- Experience of designing and delivering training.
- Experience in project management.
- To be a Senior Law Enforcement Officer.
- 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)				

Position Name: Human Resources and Personnel Management Adviser - National Guard	Employment Regime: Seconded	
Ref. Number: MA 08	Location: Bamako	Availability: 15 Feb 2017
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Advisers as appropriate.
- To design and deliver training, as appropriate.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor with 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 the Personnel Management within the National Guard and especially in designing a training 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 contribute to the induction of Mission personnel as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Sciences, International Relations, Economics, Law, Social Sciences, or Administration; **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.
- Extensive knowledge of human resources.

5. Desirable Qualifications and Experience

- Experience of designing and delivering training.
- Experience in project management.
- To be a Senior Law Enforcement Officer.
- Experience with a Gendarmerie-like police service experience.
- International experience, particularly in crisis areas with multi-national and international organisations.
- High proficiency in spoken and written French language.

Language Skills

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

Position Name: Executive Assistant to the Head of Mission	Employment Regime: Seconded	
Ref. Number: MA 34	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Executive Assistant to the Head of Mission reports to the Head of Mission.

2. Main Tasks and Responsibilities

- To manage the calendar of meetings and appointments of the Head of Mission.
- To maintain regular, official contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information.
- To maintain regular contact with all Components/Departments and Offices, with a particular view to ensure a good flow of relevant information within the Office of the Head of Mission and other Mission offices.
- To perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems.
- To receive, handle and file incoming and outgoing correspondence, documents and memos, including EU Classified Information, maintain an intra-office filing system and ensure an effective processing of memos and correspondence.
- To receive and distribute all correspondence as routed by the Head of Mission to the appropriate staff members.
- To coordinate and support the implementation plans and objectives of the Office of the Head of Mission.
- To follow up on all travel schedules for the Head of Mission, including liaising with Administration for authorisation, entitlements and flight reservations, etc.
- To check and ensure sufficient stock of stationary materials are kept in the office for usage by all staff.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To assist the Head of Mission in the daily tasks.
- To manage the Head of Mission's office and supervise the work of the Head of Mission's local assistant.
- To monitor attendance, sick leave and annual leave of all staff in the Office of the Head of Mission.
- To take minutes at meetings and other events, as well as prepare draft reports and documents for the Head of Mission.
- To conduct administrative tasks required by the Deputy Head of Mission.

4. Essential Qualifications and Experience

- Level of secondary education attested by a diploma and either relevant specialised training or relevant professional experience of at least 6 years counted from the date of award of a secondary education diploma.

5. Desirable Qualifications and Experience

- Ability to work to tight deadlines with minimal supervision.
- Some knowledge of protocol matters.

- Strong professional ethics and experienced in dealing with confidential information.
- 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)				

Position: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. number: MA 39	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission/ Deputy Head of Mission Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

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

2. 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 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 and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- 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.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Sciences, International Relations, Social Sciences, Law, Public or Business Administration; **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.

5. Desirable Qualifications and Experience

- 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)				

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

1. 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).

2. Main Tasks and Responsibilities

- To assist in the implementation of the Mission Strategic Communications Plan.
- To organise contract/tender/designs for Mission visibility items.
- To organise and conduct press conferences, briefings and other media and public outreach events.
- To coordinate arrangements for visiting journalists.
- To populate the Mission's website and, if relevant, social media platforms, with content.
- To draft press releases, public statements, articles and features.
- To write and design public information material and factsheets.
- To act as spokesperson for the Mission.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other related tasks as requested by the Line Managers.

3. Mission Specific 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 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 good communication with the European Union Special Representative's office as well as with the press offices of the EU Delegation, Member States and other international stakeholders in the host country.
- 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 contribute to the induction of Mission personnel as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Journalism, Communications, Political Science, International Relations, Law, Social Sciences or Administration; **OR** equivalent and attested police or/and military education or training or an equivalent rank; **AND**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Experience in the field of institutional communication.
- Excellent drafting skills.

5. Desirable Qualifications and Experience

- Proficiency with social media platforms, website management and design software.
- 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)				

Position: Reporting Officer	Employment Regime: Seconded	
Ref. number: MA 44	Location: Bamako	Availability: 31 Jan 2017
Component/Department/Unit: Deputy Head of Mission Office/ Reporting	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Reporting Officer reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

2. Main Tasks and Responsibilities

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility.
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information.
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking.
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation.
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP).
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes.
- To contribute to the collection of the Mission's lessons learned observations.
- To undertake any other related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Administration; **AND**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Excellent analytical capability and profound knowledge of information collection and analytical methods.
- Excellent report compilation, drafting and editing skills.

5. Desirable Qualifications and Experience

- 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)				

Position: Trainer Criminal Investigation/ Counter-Terrorism	Employment Regime: Seconded	
Ref. Number: MA 49	Location: Bamako	Availability: 15 Feb 2017
Component/Department/Unit: Operations/ Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Line Managers.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training.
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings.
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific 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 Malian ISF needs in terms of criminal investigation, including fight against terrorism and organised crime.
- To train the (future) Mali ISF trainers in criminal investigation and counter-terrorism (train the trainers).
- To train and provide tactical and operational advice to criminal investigation and counter-terrorism unit leaders.
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to large scale and multi-disciplinary criminal and counter-terrorism investigations.
- To coordinate with other actions already undertaken by international stakeholders.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Sciences, International Relations, Law, Social Sciences, or Administration; **OR** equivalent and attested police or/and military education or training or an equivalent rank; **AND**

- After having fulfilled the education requirements, at least 5 years of relevant professional experience, in the fields of operational and criminal investigation/counter-terrorism in Law Enforcement.
- Proven ability as a trainer.
- Experience in national training units/programmes for law enforcement.

5. Desirable Qualifications and Experience

- A minimum of 2 years of the above-mentioned experience as police trainer in criminal investigation/counter-terrorism.
- To be a Senior Law Enforcement Officer.
- Having received training in criminal investigations, among others related to organised crime, terrorism and other large scale operations.
- Experience in international efforts to support host state reforms in the area of Security Sector/ Rule of Law.
- Professional Training Qualification from recognised institute.

Language Skills

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

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

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Chief of Training.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training.
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings.
- To provide input to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific 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.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Sciences, International Relations, Law, Social Sciences, or Administration; **OR** equivalent and attested police or/and military education or training or an equivalent rank; **AND**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience, in the field of operational or public order/professional intervention in Law Enforcement.

- Proven ability as a trainer.
- Experience in national training units/programmes for law enforcement.

5. Desirable Qualifications and Experience

- A minimum of 2 years of the above-mentioned experience as police trainer in public order/professional intervention.
- To be a Senior Law Enforcement Officer.
- Having received training in public order operations, among others related to crowd control and other large scale operations.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- Professional Training Qualification from recognised institute.

Language Skills

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

Position: Legal Drafting Adviser	Employment Regime: Seconded	
Ref. number: MA 58	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To assess local legislative/normative/regulatory frameworks, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities and identify areas requiring improvement/reform in line with the Mission OPLAN.
- To advise the Chief of Strategic Advice regarding identified host state needs and recommended support by the Mission.
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements.
- To support host state authorities as directed by the Chief of Strategic Advice.
- In coordination with the Missions Coordination and Cooperation capability, to closely coordinate with other EU/international actors involved in this field.
- To support the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance.
- To identify and report on lessons learned and best practices within the field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To assist the Malian Ministry of Security and Civil Protection (MCSP) and the Ministry of Defence and Veterans (MDAC) to identify weaknesses, needs and areas of potential improvement in legislative and regulatory law.
- To assist the Internal Security Forces (Police, Gendarmerie, and National Guard – ISF) in elaboration of new conceptual and doctrinal framework, in particular for Human Resources, Management and Training areas.
- In close collaboration with the Advisers and in liaison with the Political Adviser, to contribute to the overall work on Security Sector Reform in his/her field of action.
- To assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuring and administrative reform processes.
- 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 contribute to the induction of Mission personnel as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; **AND**

- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation.
- Experience in the field of legislative/normative/regulatory reforms.

5. Desirable Qualifications and Experience

- Admission to the Bar in home or residential jurisdiction.
- Extensive experience as practising lawyer.
- A minimum of 3 years of experience in the area of legal drafting.
- 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)				

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

1. Reporting Line

The Trainer Border Security reports to the Team Leader Trainers.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Chief of Training.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training.
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings.
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific 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.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Sciences, International Relations, Law, Social Sciences, or Administration; **OR** equivalent and attested police or/and military education or training or an equivalent rank; **AND**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience, in the field of operational border policing/border guarding.

- Proven ability as a trainer.
- Experience in national training units/programmes for law enforcement.

5. Desirable Qualifications and Experience

- A minimum of 2 years of the above-mentioned experience in border security, including documents forgery, and/or training experience in these fields.
- To be a Senior Law Enforcement Officer.
- Experience in international efforts to support host state reforms in the area of Security Sector/ Rule of Law.
- Professional Training Qualification from recognised institute.

Language Skills

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

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

1. 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.

2. 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 Mission's external reporting as required.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To contribute to the induction training of new mission personnel as required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields Political

Sciences, International Relations, Law, Social Sciences, or Administration; **OR** equivalent and attested police or/and military education or training or an equivalent rank; **AND**

- After having fulfilled the education requirements, at least 5 years of relevant professional experience.

5. Desirable Qualifications and Experience

- A minimum of 2 years of experience in police coordination/at management level.
- To be a Senior Law Enforcement Officer.
- 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

Position Name: Logistics/Transportation Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 23	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/ Logistics	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Logistics/Transportation Officer reports to the Chief of Logistics.

2. Main Tasks and Responsibilities

- To be responsible for the capability, provision and management of the motor vehicle fleet of the Mission.
- To outsource and oversee complete the vehicle maintenance for the whole fleet, monitor the overall performance of the workshop and ensuring appropriate maintenance, quality control of repairs, and safety condition of the vehicles.
- To conduct accident damage assessments, process vehicle accident reports, participate in Boards of Inquiry and raise Damage Discrepancy Reports as required.
- To prepare reports and make recommendations as necessary on transport matters.
- To develop and conduct a Mission driving orientation briefing to ensure that all Mission members (local employees, international staff, and drivers alike) are adequately familiarised on the road and traffic conditions as well as traffic rules and regulations pertaining to the Mission area.
- To implement and co-ordinate an intra-theatre air and land movement plan for the Mission.
- To be responsible for effective management of the transport system within the area of responsibility, including liaising with the car rental agencies, monitoring the fleet (fuel accountability, damages to the vehicles, road accidents and insurance cover).
- To manage the cost of maintenance of the vehicle fleet and ensure compliance with the provisions of contracts concluded with the external contractors for parts and maintenance.
- To provide advice, support and train Mission staff on transport related matters and guidelines.
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members.
- To assist the Chief of Logistics and the procurement unit in sourcing air transport and logistic shipping movement resources as required.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To technically advise and recommend repairs on all fleet vehicle and permanently monitor performance of external maintenance contractors through quality control inspections and technical advice, based on professional knowledge.
- To ensure constant monitoring and quality control of all mechanical and accident repairs demonstrating a high degree of knowledge in modern repair methods and practices, to perform road tests on all types of vehicles including armoured, after repairs.
- To ensure that all mission workshop/repair equipment is adequately maintained and that personnel using same are properly trained and supervised in its use.

- To draft technical specifications for spare parts and lubricants for diverse vehicle makes and models as part of tendering process led in accordance to EU regulations.
- To technically assist in the monitoring of the execution of the service and supply contracts related to vehicle spare parts, workshop equipment and consumables in accordance to EU procurement and financial procedures.
- To advise warehouse personnel about safely and in proper storage conditions for the transport stocks.

4. Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or equivalent rank. The qualification should be in any of the fields of Transport, Logistics, Engineering, Administration or other relevant subject; **OR** equivalent and attested police or/and military education or training or an equivalent rank; **AND**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Extensive knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management.

5. Desirable Qualifications and Experience

- Proficiency in use of standard Microsoft Office package, maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.
- International experience, particularly in crisis areas with multinational and international organisations.

Language Skills

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

Position Name: CIS Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 25*	Location: Bamako	Availability: 15 Jan 2017
Component/Department/Unit: Mission Support/ CIS	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

* The availability of this position is pending confirmation of non-extension.

1. Reporting Line

The CIS Officer reports to the Chief CIS.

2. Main Tasks and Responsibilities

- To provide service and technical reporting to the Chief of CIS.
- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services.
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardised release management procedures.
- To design the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals.
- To design and deploy departmental training activities including user training programs in support of new technologies and procedures.
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in all office locations.
- To install and commission all standard communications equipment in the Mission including but not limited to: HF CODAN, UHF Motorola GM and GP systems, HF/UHF vehicular equipment, UHF repeaters, VSAT, BGAN, and portable/mobile satellite communications equipment; and provide 1st and 2nd level support and fault finding on communication installations and equipment.
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems.
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment.
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission.
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To create and follow up of wireless point to point data communication links (between Mission's headquarters and Mission Members' accommodations).
- To follow up local suppliers for aerial tower-constructions and cabling in the Mission Members' accommodations.
- To identify requirements in the CIS unit, prepares requests for replenishment and procurement proposals, and assists in the drafting of technical specifications for ICT related services.
- To contribute to the management of the Data Recovery Plan for the systems.

- To assist in the Implementation of tasks related to ICT security policies and acts as crypto-custodian if required.
- To keep accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Missions Administration.
- Under the supervision of the Chief of CIS, together with local CIS support staff, to operate and manage the CIS-Helpdesk, in order to assist and train all Mission users (both in English and French), and to task and schedule CIS maintenance operations.
- To contribute to establishing and updating Standard Operating Procedures (SOPs) related to all office automation and communication issues.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an equivalent rank. The qualification should be in any of the fields of Information Technology, Computer Science, Communications or other relevant subject; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- Progressive experience of problem solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day to day basis.
- Expert technical skills and hands-on experience in troubleshooting server hardware and software issues.
- Practical experience of communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems.
- Practical experience and knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs).

5. Desirable Qualifications and Experience

- Ability to converse in business terms about organisational technology needs and solutions and in technical terms with IT and communications specialists.
- Knowledge of Information Security Management: ISO 27X & BS 7799.
- System administrator with experience in a predominant Microsoft oriented environment, with systems such as: Microsoft Windows Server 2012 R2, Microsoft Exchange Server 2010/2013, Microsoft SharePoint Server 2013, Microsoft SQL Server 2014, Microsoft Skype for Business, Microsoft Windows 7/10, Microsoft Office 2010/2013, preferably in possession of a few relevant and official Microsoft certified certificates.
- Experience in Microsoft Sharepoint.
- Practical experience with server virtualisation such as VMware vSphere 5 or later and/or Microsoft Hyper-V.
- Knowledge in communications hardware and software in the areas of VHF, UHF, HF, Satellite systems (Thuraya and Iridium), GSM, PBX, VoIP, VTC SIP services.
- International experience, particularly in crisis areas with multinational 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)				

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

1. Reporting Line

The Medical Adviser reports to the Senior Medical Adviser.

2. Main Tasks and Responsibilities

- To develop, organise and monitor the provision of primary care and first aid to the Mission.
- To contribute to the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan.
- 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 medical guidance to all staff members.
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required.
- 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 in close cooperation with the medical practitioner in attendance.
- To 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 perform 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 gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects.
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation.
- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To assist and advise the Senior Medical Adviser.
- To deputise for the Senior Medical Adviser in his/her absence.

4. Essential Qualifications and Experience

- Completion of a full course of university studies attested by a degree in Medicine (Medical Doctor) from a recognised Medical School.
- To have a current a license to practice medicine from a recognised Medical School.
- Extensive knowledge of emergency medicine.
- After having fulfilled the education requirements, at least 6 years of relevant professional experience and at least 3 years of experience in a managerial position.

5. Desirable Qualifications and Experience

- Minimum 3 years of experience in medical planning and administrative procedures, including experience in mass casualty situations planning/major incident medical management and support.
- Flight Medical and/or MEDEVAC experience.
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP).
- Successful completion of Major Incident Medical Management and Support (MIMMS) course.
- Experience in assessing medical facilities, including under difficult conditions abroad.
- International medical 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)				

Position: Deputy Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Management Level (MSML)
Ref. number: MA 56	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Security	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Deputy Senior Mission Security Officer (D/SMSO) reports directly to the Senior Mission Security Officer and in his/her absence to the Head of Mission.

2. Main Tasks and Responsibilities

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

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures.
- To replace the SMSO in his/her absence.
- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information.
- To assess the security situation and provide advice, assistance, and implement measures in order to ensure the security and safety of Mission's members.
- To be contribute to, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems.
- To contribute to the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules.
- To produce the security inputs to daily SITREPs, WOS, Monthly and Six Monthly Reports and to ensure real time reporting from potential trouble spots as appropriate.
- To ensure journey management planning and to provide timely advice and guidance to Mission members as required.
- To provide comprehensive security induction training to Mission members as required.
- To ensure that regular security drills, communication tests and evacuation exercises are conducted
- To ensure that personal security advice is given to Mission members as required.
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary.
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security.
- To conduct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary.
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference.
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake other tasks as directed by the SMSO.

3. Mission Specific Tasks and Responsibilities

4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent police or/and military education or training attested by a diploma or a rank of 2nd Lieutenant/1st Lieutenant or equivalent. The qualification should be in Security management or Business administration, Political Sciences, Social Sciences or International Relations with focus on security management or other relevant subject; **AND**
- After having fulfilled the education requirements, at least 8 years of relevant professional experience, out of which at least 3 years at management level.

5. Desirable Qualifications and Experience

- Firearms trained.
- 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.
- Excellent knowledge of the Mission area and potential security threats.
- Previous work experience in the region.
- Successful completion of EU Mission Security Officer Certification Course or equivalent.
- Validated license for armoured vehicle Civilian or driving licence class C.
- Successful completion of a Hostile Environment Awareness training (HEAT) course or similar.

Language skills

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

Position: Human Resources and Personnel Management Adviser – Gendarmerie	Employment Regime: Seconded/Contracted	Post Category: Mission Support Management Level (MSML)
Ref. Number: MA 59, MA 90 (2 positions)	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Advisers as appropriate.
- To design and deliver training, as appropriate.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor with the Gendarmerie - Personnel Management Division (*Division de la Gestion des Personnels*).
- To work in close cooperation with Personnel Management Division of the Gendarmerie in order to:
 - help record and review all documentation relating to Personnel Management within the Gendarmerie;
 - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuration and reform process in Personnel Management, including organisation of Gendarmerie - Personnel Management Division;
 - assist in identifying priorities in restructuring Personnel Management within the Gendarmerie and especially in designing a training strategy, policies and programs in line with the operational needs;
 - support the establishment of a Personnel Management data system for the Gendarmerie.
- 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.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Sciences, International Relations, Economics, Law, Social Sciences, Public or Business Administration or other relevant subject; **OR** equivalent and attested police or/and military education or training or an equivalent rank; **AND**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.
- Extensive knowledge of human resources.

5. Desirable Qualifications and Experience

- Experience of designing and delivering training.
- Experience in project management.
- To be an active or former Senior Law Enforcement Officer or a professional with experience in Law Enforcement.
- Experience with a Gendarmerie-like police service experience.
- 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)				

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

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Advisers as appropriate.
- To design and deliver training, as appropriate.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To provide expertise and act as a referent in the field of support to the 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 Strategic Advisory Section in monitoring the establishment of a National Police - Personnel Management data system (SIRH) and to provide advice on similar data systems for the Gendarmerie and National Guard (SIGRH).
- 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 Strategic Advisory Section in the assessment of security issues related to communication and information systems in the Malian ISF.
- To assist the Strategic Advisory Section 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.

4. Education and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Computer and Information Systems, Engineering or other relevant subject; **OR** equivalent and attested police or/and military education or training or an equivalent rank; **AND**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.
- Extensive knowledge of CIS field.

5. Desirable Qualifications and Experience

- CIS Experience in a Law Enforcement Department or Armed Forces.
- To be an active or former Senior Law Enforcement Officer or a professional working with a Law Enforcement Agency.
- 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)				