

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<p><b>European Union CSDP Mission in Mali</b>  <b>(EUCAP Sahel Mali)</b>  <b>2-2017 Extraordinary Call for Contributions</b></p>
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<b>Organisation:</b>	European Union CSDP Mission in Mali (EUCAP Sahel Mali)			
<b>Job Location:</b>	Bamako			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
<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> (3 positions)			
	MA 03	Political Adviser	Bamako	ASAP
	MA 04	Head of Operations	Bamako	29 Jun 2017
	MA 35*	Chief of Strategic Advice	Bamako	ASAP
	<b><u>Seconded/Contracted</u></b> (2 positions)			
	MA 18	Chief of Logistics	Bamako	ASAP
	MA 101	Verification Officer	Bamako	ASAP

<b>Deadline for applications:</b>	<b>Thursday 11 May 2017 at 17:00 Brussels time</b>
<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>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 decision on selection of the present incumbent for another post.

**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 security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne 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 Skills<sup>1</sup>** – 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.

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<sup>1</sup> [Common European Framework of References for Languages](#)

**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)<sup>2</sup>, 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.*

## **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 Security Sector Reform** - 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.

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

### **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.

## Seconded

<b>Position Name:</b> Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 03	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Political Adviser reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities

- To follow the political developments in theatre and the region and provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation.
- To ensure the HoM and senior Mission management as appropriate are regularly updated on relevant political developments.
- To follow the policy matters pertaining to the Mission mandate implementation and to provide analysis and advice on same to the HoM and senior Mission management.
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations.
- To prepare/contribute to briefings and notes in a timely manner for the HoM.
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles as appropriate
- To review regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate.
- Without prejudice to the chain of command, to contribute to the regular liaison/coordination with CPCC.
- To conduct briefings for Mission staff and other individuals or groups 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 Head of Mission.

### 3. Mission Specific Tasks and Responsibilities

- To advise the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of ongoing reforms, in order to ensure coherence between Mission's activities and wider SSR aspects.
- Act as alternate Mission spokesperson as requested.
- To accompany HoM to meetings, and to prepare records of the same.

### 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 any of the fields of Political Science, International Relations, Law, Social Sciences; **AND**
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience.
- Excellent drafting skills and analytical capability.
- Excellent interpersonal and communications 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)				

<b>Position Name:</b> Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 04	<b>Location:</b> Bamako	<b>Availability:</b> 29 Jun 2017
<b>Component/Department/Unit:</b> Operations	<b>Level of Security Clearance:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of Operations reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities

- To implement the Mission's operational activities in accordance with the Mission's Operational Plan (OPLAN) and the HoM's guidance, through Line Managers responsible for the respective Lines of Operation, and to ensure their operational coherence in support of the Mission's end state.
- To lead, direct and manage the work and staff of the Operations Department.
- To input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements.
- To ensure timely internal reporting from the operational perspective against benchmarking.
- To contribute to the Mission's external reporting against benchmarking.
- To ensure the consistency and sustainability of Mission's operational activities over time.
- In coordination with the Mission's Coordination and Cooperation department, to coordinate and/or oversee the coordination/cooperation of the Components/Unit's members as appropriate with local authorities at the relevant level as well as with local EU and international actors, within the scope of the Mission's mandate.
- To work in close cooperation with the other Mission's Components/Units.
- To ensure that Mission staff members working under the Head of Operations responsibility receive proper induction training.
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed.
- To ensure that Mission staff members working under the Head of Operations responsibility identify and report lessons and best practices within their respective fields of responsibility.
- To ensure that Mission staff members working under the Head of Operations' responsibility are periodically updated on Mission's mandate implementation progress.
- To undertake any other job related tasks as requested by the Head of Mission.

### 3. Mission Specific Tasks and Responsibilities

- To take into account overall Security Sector Reform (SSR) issues in order to ensure coherence between mission activities and wider SSR aspects.
- To ensure close cooperation with Malian authorities in charge of the Security Sector Reform at ministerial level.

### 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 any of the fields of Social Sciences (e.g. Political Sciences, International Relations, Law, Economics) or Business



Administration/Management **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**

- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience, out of which at least 5 at management level.
- Ability to establish/review priorities, to plan and to exercise control.
- Ability to engage with senior officials/governmental level decision makers.

**5. Desirable Qualifications and Experience**

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Experience as Senior Law Enforcement Officer.

**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> Chief of Strategic Advice	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 35*	<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> No

### 1. Reporting Line

The Chief of Strategic Advice reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Strategic Advice so as to implement the Mission mandate and tasks as set out in the Mission's Operational Plan (OPLAN) and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate.
- To oversee the input of the Strategic Advice to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the department.
- To ensure the consistency and sustainability of Mission's operational activities over time.
- To oversee the contribution of the Strategic Advice to the Mission's internal and external reporting against benchmarking.
- To work in close cooperation with the other Mission Components and Departments if directed.
- To ensure that Mission staff members working in the Strategic Advice identify and report lessons and best practices within their respective fields of responsibility.
- To deputise for the Head of Operations when so appointed by the Head of Operations.
- To ensure the mainstreaming of Human Rights and Gender aspects into the activities of the Strategic Advice.
- To undertake any other job related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- In coordination with the Mission's Coordination and Cooperation Component, to coordinate/cooperate and oversee the coordination/cooperation of the Component's members as appropriate with local authorities at the relevant level as well as with local EU and international actors within the scope of the Component's responsibility.

### 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 any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration or other relevant field; **AND**
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience, out of which at least 5 should be at management level.
- Demonstrable experience in implementation of reform programmes including a proven ability to establish/review priorities.
- Ability to engage with senior officials/ governmental level decision makers.
- Experience in Security Sector/RoL Reform in a national or host state context.

## 5. Desirable Qualifications and Experience

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL.
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

## 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 Name:</b> Verification Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> MA 101	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Verification Officer reports to the Head of Mission.

### 2. Main Tasks and Responsibilities

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer responsible for verifying the operational and financial aspects of each operation.
- To control that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations, for example the Financial Regulations, Guide to Missions, European Commission's Communication related to the employment of international and local staff etc.
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions.
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process.
- 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

N/A

### 4. Essential and Qualifications 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 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 one of the following fields of expertise: Law, Audit, Economics, Finance, Accounting or Banking and Insurance; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

### 5. Desirable Qualifications and Experience

- Excellent analytical, research and problem-solving skills.
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems.
- Good knowledge and/or experience in strategic management and/or public administration.
- 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> Chief of Logistics	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. number:</b> MA 18	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Chief of Logistics reports to the Head of Mission Support Department (or, if applicable, Head of Technical Services).

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the Logistics Unit.
- To lead logistics, support facility management, transportation and services management in a cost efficient approach while ensuring delivery of necessary services to contribute to the objectives of the Mission.
- To advise the Mission on the logistical requirements related to operational decisions within budgetary and time constraints
- To advise the Senior Mission Security Officer of logistical requirements in relation to Contingency Plans
- To develop Standard Operating Procedures (SOPs) related to Logistics support facility management, transportation and services management.
- To maintain asset registers of all Mission assets ensuring contribution/compliance by all Mission sub units such as CIS, Security etc.
- To ensure acceptance/rejection status on goods, inspection reports or discrepancy reports on equipment entering the Mission.
- To liaise with the procurement department as necessary in the preparation of tenders with particular reference to the preparation of technical specifications.
- To organise the appropriate storage and rotation of any stock held and also the disposal of same if and when considered appropriate in line with the rules for such disposal.
- 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 administer lease contracts of all rented premises and any other general service related contracts.

### 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 and/or military education or training or equivalent rank. The qualification should be in any of the fields of Human Resources, Public Administration, Business Administration, Finance, Economics, Law, Accounting, Transport, Logistics, Engineering, Public Administration or other relevant subject; **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 at management level.

- Extensive knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management.

**5. Desirable Qualifications and Experience**

- At least 3 years of progressive experience in the management of complex, large scale information and communication technology implementation and operations
- At least 3 years of experience in managing diverse technical teams of national and international specialists, e.g. Transport and Supply Chain management systems, and information technology.
- Experience with international public procurement procedures, in particular with applicable EC/EU rules and regulations.
- Certified training in project management (PRINCE2, PMP).
- Experience with ERP and inventories.
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs.
- Strong knowledge and understanding of budget processes.

**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)				