

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### 1-2017 Call for Contributions for the Regional Coordination Cell (RCC) and its Internal Security and Defence Experts (ISDEs)

<b>Organisation:</b>	<b>Regional Coordination Cell (RCC) and its Internal Security and Defence Experts (ISDEs)</b>			
<b>Job Location:</b>	<b>Bamako (RCC) – Ouagadougou / Nouakchott / N'Djaména / Niamey (ISDEs)</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Seconded</u></b> (13 positions)			
	RCC 01	Head of the Regional Coordination Cell	Bamako	ASAP
	RCC 02	Defence Team Leader	Bamako	ASAP
	RCC 03 RCC 04 RCC 05 RCC 06	Senior Defence Expert (4 positions)	Ouagadougou Nouakchott N'Djaména Niamey	ASAP
	RCC 07	Defence Reporting and Planning Officer	Bamako	ASAP
	RCC 08	Internal Security Team Leader	Bamako	ASAP
	RCC 09 RCC 10 RCC 11	Senior Internal Security Expert (3 positions)	Ouagadougou Nouakchott N'Djaména	ASAP
	RCC 12	Security Reporting and Planning Officer	Bamako	ASAP
	RCC 15	Brussels Support Element / Policy Support Officer	Brussels	ASAP
	<b><u>Seconded/Contracted</u></b> (2 positions)			
	RCC 13 RCC 14	Administrative Officer (2 positions)	Bamako	ASAP

<b>Deadline for applications:</b>	<b>Friday 12 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></p> <p><a href="mailto:carmen.epure@ext.eeas.europa.eu">carmen.epure@ext.eeas.europa.eu</a></p>
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While being a separate entity, the Regional Coordination Cell (RCC) and its Internal Security and Defence Experts (ISDEs) are administratively attached to EUCAP Sahel Mali.

EUCAP Sahel Mali bears a High Risk Non-Family Mission status due to the present risk rating of the mission area as high. Risk assessment is also high for Niger and Chad, and medium for Burkina-Faso and Mauritania.

As such, international RCC seconded and contracted staff and ISDEs located in Mali, Niger and Chad shall at no time receive visits or be habitually accompanied by any family member in the 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. For the ISDEs located in Burkina-Faso and Mauritania the same conditions apply, in accordance with the relevant OPLANs.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member 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).

**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.

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 approving the appropriate Budgetary Impact Statement and of the revised OPLANs of EUCAP Sahel Mali and EUCAP Sahel Niger, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that EU Member States propose candidates for the following international expert positions, 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.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline. 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/organisation or respective tasks and activities. They shall carry out their duties and act in the interest of the EU.

**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 EU.

**Language Skills**<sup>1</sup> – Spoken and written proficiency in the working languages of the EU. 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 may accept proficiency in a language other than the majority working language in the EU.

**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, as required by the Line Managers.

**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. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in EU Member 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 area of deployment – 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 deployment 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.

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

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

**Knowledge and Experience of Security Sector Reform** - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the deployment 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** – EU Member States and selected candidates must ensure that visas are obtained for entry into the deployment 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 place of deployment.

**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 area of deployment. Yellow fever vaccination is compulsory to be admitted to the respective country.

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

**Personal Protection Equipment** – It is recommended that for the RCC personnel located in Bamako 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 EU Member 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 EUCAP Sahel Mali or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the EU Member 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** – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

<b>Position Name:</b> Head of the Regional Coordination Cell	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> RCC 01	<b>Location:</b> Regional Coordination Cell (Bamako)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> RCC	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of the Regional Coordination Cell reports to Civilian Operations Commander.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work of the Regional Coordination Cell (RCC) and its Internal Security and Defence Experts (ISDEs) in accordance with the Civilian Concept of Operations (CONOPS) Sahel Regionalisation and the relevant OPLAN;
- To work in close cooperation with the other CSDP Missions, EU instruments, and international stakeholders in the region, in accordance with the CONOPS and the relevant OPLAN;
- To ensure timely reporting of the RCC as appropriate;
- To ensure the consistency and sustainability of RCC activities over time;
- To ensure that relevant Operational Standard Operating Procedures (SOPs), are properly developed, implemented and periodically reviewed;
- To ensure that staff working under his/her responsibility are periodically updated on RCC's mandate implementation progress;
- To identify, manage and report the risks arising from the specific processes implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Civilian Operation Commander.

### 3. Mission Specific Tasks and Responsibilities:

- Without prejudice to the actions carried out by the CSDP Missions, and other international stakeholders in theatre, ensure appropriate liaison with the G5 Sahel structures, in particular the Sahelian college of security (CSS), and with the Foreign Policy Instrument Services (FPI) representatives in the region;
- Following and taking into account ongoing initiatives carried out by various key actors, to supervise and provide guidance on a draft needs mapping and gap analysis in the security and defence sector of the G5 Sahel Countries through ISDEs, and the existing Sahel CSDP Missions;
- To lead the drafting of the CSDP Regional Implementation Plan by the RCC.

### 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience, out of which at least 5 at management level.

## 5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan at strategic, operational, and tactical level and to exercise control over distant staff in different locations;
- Extensive knowledge in Defence and/or Security sector, ideally in planning and/or mapping exercise and sectorial reforms;
- Ability to engage with senior EU, international, and local officials;
- Ability to manage and motivate distant staff;
- Leadership and management skills.

## 6. Desirable Qualifications and Experience:

In order to structure and guide a comprehensive team work on security and defence sectors mapping and analysis with a view to develop a Regional Implementation Plan:

- Military officer ideally ranked OF5, or equivalent police officer or civil servant;
- Experience in defence and/or security analysis and diplomacy with a demonstrated ability to manage and coordinate many different levels and participants;
- Management experience at the EU level or in an international organisation;
- Ability in working in a multicultural environment;
- Knowledge and experience in the field of crisis management and/or development aid in fragile environments;
- Knowledge of development aid and/or financial and technical cooperation projects, ideally through EU financial instruments.

## 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> Defence Team Leader	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RCC 02	<b>Location:</b> Regional Coordination Cell (Bamako)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> RCC	<b>Level of Security Clearance</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Defence Team Leader reports to the Head of the Regional Coordination Cell (RCC).

### 2. Main Tasks and Responsibilities:

- To operationalise the RCC mandate and tasks as set out in the Civilian Concept of Operations (CONOPS) Sahel Regionalisation and the relevant OPLAN;
- To provide military/defence analysis as required;
- To support the RCC efforts in identifying areas of structural weaknesses in the performance and accountability of respective counterparts / defence institutions of the G5 Sahel countries and to propose analysis and solutions for strengthening them with a regional approach;
- To coordinate and support the work of the Defence Experts of the network of Internal Security and Defence Experts (ISDEs) with a focus on defence sector;
- In close coordination with the EUCAP Sahel Mali Mission and EU Delegation, to maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure timely reporting within his field of responsibility;
- To identify best practice and lessons learned within his field of responsibility;
- To ensure compliance with instruction/direction from the Line Manager(s);
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Without prejudice to the actions carried out by the CSDP Missions and Operations, and other international stakeholders in theatre, ensure appropriate liaison with the G5 Sahel structures, in particular the Sahelian college of security (CSS), and with the Foreign Policy Instrument Services (FPI) representatives in the region;
- To follow and take into account ongoing initiatives carried out by various key actors in the field of security and defence mapping in the G5 Sahel countries;
- To closely coordinate with CSDP Missions and Operations in theatre, including with EUNAVFOR MED Sophia and EUBAM Libya as appropriate;
- In close collaboration with the CSDP Sahel Coordination Mechanism established in Brussels, to ensure harmonisation of the work of the ISDEs, and CSDP Missions in their contribution to the regional mapping work, so as to ensure a homogeneous production pattern;
- To collect and transmit relevant information from / to the ISDEs and CSDP Missions in theatre;
- In liaison with the Defence Reporting and Planning Officer:
  - to filter, compile, and analyse data received from the Defence Experts and the CSDP Missions on aspects deemed relevant with a focus on defence sector in a regional framework.



- to conduct a comprehensive mapping assessment of the needs and an analysis of the gaps detected focus on the defence sector of the G5 Sahel countries;
- to provide support to the drafting of a Regional Implementation Plan for the CSDP in the Sahel;
- In liaison with the Defence Experts and the Administrative Officer of the RCC, and the relevant CSDP Missions and Operations, to coordinate the G5 training requests thus contributing to facilitation and support to the organisation and follow-up of the related training courses for external G5 trainees.

#### 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which at least 3 at management level.

#### 5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of Military / Defence sector;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- Organisational skills, the ability to work under pressure, and with tight deadlines and to manage multiple tasks and unexpected demands;
- Team management skills.

#### 6. Desirable Qualifications and Experience:

- Military officer ideally ranked OF4 or OF5, or equivalent;
- Experience in military analysis and/or planning, and diplomacy with a demonstrated ability to manage and coordinate many different levels and participants;
- Experience in cross border issues;
- Experience of working in the EU environment;
- Familiarity with other international actors in the field of crisis management;
- EU or international post conflict mission/organisation field experience;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Reporting and drafting skills;
- Strategic and creative thinking as well as decision making ability.

#### 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> Senior Defence Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RCC 03 RCC 04 RCC 05 RCC 06	<b>Location:</b> (1 position each) EUDEL Ouagadougou Nouakchott N'Djaména Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> ISDE	<b>Level of Security Clearance</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Defence Expert reports to the Head of the Regional Coordination Cell (RCC), and works under the political authority of the Head of Delegation in the host country in close coordination with all colleagues dealing with security cooperation issues.

### 2. Main Tasks and Responsibilities:

- To operationalise the RCC tasks as set out in the Civilian Concept of Operations (CONOPS) Sahel Regionalisation and the relevant OPLAN;
- To support the RCC efforts in identifying areas of structural weaknesses in the performance and accountability of respective counterparts/ defence institutions of their G5 Sahel country of deployment, to propose analysis and solutions for strengthening same, taking into account existing cooperation programs in the security sector;
- To ensure timely reporting to the RCC on information and activities within their field of responsibility, notably on progress and/or lack of progress, with copy to the Head of Delegation;
- To maintain necessary contacts and build relationships with relevant local and international counterparts;
- To identify best practice and lessons learned within their field of responsibility;
- To provide military and defence analysis / expertise to the RCC;
- Without prejudice to the chain of command described above, the Heads of EU Delegation shall have political authority over the Expert collocated in their respective Delegation, who will work closely with the political sections.
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

Under the supervision of the RCC, through the Defence Team Leader, and in close coordination with their respective EU Delegation:

- To be part of the Internal Security and Defence Experts (ISDEs) of the RCC, and of the local security / defence network, by cooperating and working closely with all key interlocutors in their country of deployment, including EU and non-EU counterparts, international organisations and representatives of Member States;
- To maintain effective and regular contact with other ISDEs, and existing CSDP Missions (where applicable), in particular with a view to facilitating the development of interregional activities and initiatives;
- To monitor and analyse (mapping) ongoing initiatives carried out by various key actors in the field of defence in their host country;

- To collect, in close cooperation with colleagues of the Delegation dealing with security issues, and report to the RCC data and information related to the security situation and to the defence capabilities of the host country, as well as information on the development of possible policies in these areas (policy of the local authorities, legal basis, general trends ...);
- To provide the RCC with analysis and recommendations on defence related issues, contributing to needs mapping and gap analysis in the security sector of G5 Sahel Countries, with a view to develop a CSDP Regional implementation plan, taking into account existing processes and cooperation programs in the security sector.
- To establish and maintain, in close cooperation with the political section of the host Delegation, direct contacts with the competent national authorities and the relevant regional authorities with a view to promoting and supporting their engagement in the EU's security and defence actions, and to facilitating, when relevant, EU assistance in these areas;
- Where possible and relevant, provide EU coordinated advice to local authorities and, if necessary, to G5 Sahel structures present in their host country on defence issues;
- In liaison with the RCC staff in Bamako, to facilitate and coordinate:
  - the participation of officers from their respective host country in EUTM Mali, EUCAP Sahel Mali and EUCAP Sahel Niger training activities;
  - the organisation and follow-up of the appropriate training courses (supervision of the coherence of the CV of the trainees, ensure the follow-up of trainees trained ...).
- In liaison with the EUDEL to ensure, as appropriate, the integration of defence aspects into other issues such as development, technical cooperation, or implementation of the frameworks bilateral and regional cooperation, including by proposing new potential EU assistance and cooperation projects, that may be financed through the EU Emergency Trust Fund of Africa and other instruments, in line with the RCC's objectives;
- To provide defence expertise / support to the EU Delegation as requested.

#### **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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

#### **5. Essential Knowledge, Skills and Abilities:**

- Extensive knowledge of Military / Defence sector;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- Organisational skills, the ability to work under pressure, and with tight deadlines and to manage multiple tasks and unexpected demands;

#### **6. Desirable Qualifications and Experience:**

- Military officer ideally ranked OF4 or OF5, or equivalent;
- A minimum of 3 years at a management/coordination level;
- Experience in military analysis and/or planning, and diplomacy;
- Experience of working in the EU environment;

- Familiarity with other international actors in the field of crisis management and/or security/defence cooperation;
- EU or international post conflict mission/organisation field experience;
- Ability to develop and maintain effective work relationships with different national and cultural background with sensitivity and respect for diversity;
- Reporting and drafting skills;
- Strategic and creative thinking as well as proven decision making ability.

### 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> Defence Reporting and Planning Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> RCC 07	<b>Location:</b> Regional Coordination Cell (Bamako)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> RCC	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Defence Reporting and Planning Officer reports to the Head of the Regional Coordination Cell (RCC).

### 2. Main Tasks and Responsibilities:

- To contribute to monitor and collect information on security situation, with a particular focus on the G5 Sahel countries capability development and structures, EU and international relevant stakeholders, that may impact on the situation in the RCC 's area of responsibility;
- To develop, maintain and regularly update the follow-up of activities, and the mapping exercise of the RCC together with its Internal Security and Defence experts (ISDEs), and CSDP Missions deployed in the G5 Sahel countries;
- To communicate with RCC staff members, ISDEs and CSDP Missions deployed in the G5 Sahel countries, 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 RCC staff members, ISDEs and CSDP Missions deployed in the G5 Sahel countries on their mapping exercise and activities;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- 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 RCC lessons learned observations;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

In close cooperation with the Defence Team Leader:

- To collect, centralise and process relevant information and analysis, with a focus on defence sector, obtained from the ISDEs and CSDP Missions in theatre, as well as to possible projects that may be financed through the EU Emergency Trust Fund of Africa and other instruments;
- To draft the needs mapping and gap analysis report with a focus on defence sector of the G5 Sahel Countries;
- To draft the CSDP Regional Implementation Plan.

### 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 police or military equivalent education or training or equivalent rank; AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

**5. Essential Knowledge, Skills and Abilities:**

- Analytical and research capability and knowledge of information collection and analytical methods;
- Report compilation, drafting, writing and editing skills;
- Time management and ability to prioritise multiple tasks;
- Presentation skills.

**6. Desirable Qualifications and Experience:**

- Military officer ideally ranked OF3 or OF4, or equivalent;
- Experience in reporting and/or planning;
- Experience in analytical work with a demonstrated ability to coordinate many different levels and participants;
- Experience of working in the EU environment;
- Familiarity with EU & other international actors in the field of crisis management;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Strategic and creative thinking.

**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> Internal Security Team Leader	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RCC 08	<b>Location:</b> Regional Coordination Cell (Bamako)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> RCC	<b>Level of Security Clearance</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Internal Security Team Leader reports to the Head of the Regional Coordination Cell (RCC).

### 2. Main Tasks and Responsibilities:

- To operationalise the RCC mandate and tasks as set out in the Civilian Concept of Operations (CONOPS) Sahel Regionalisation and the relevant OPLAN;
- To provide security analysis as required;
- To support the RCC efforts in identifying areas of structural weaknesses in the performance and accountability of respective counterparts / security institutions of the G5 Sahel countries and to propose analysis and solutions for strengthening them with a regional approach;
- To coordinate and support the work of the Internal Security Experts of the network of Internal Security and Defence Experts (ISDEs) with a focus on security sector;
- In close coordination with the EUCAP Sahel Mali Mission and EU Delegation, to maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure timely reporting within his field of responsibility;
- To identify best practice and lessons learned within his field of responsibility;
- To ensure compliance with instruction/direction from the Line Manager(s);
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Without prejudice to the actions carried out by the CSDP Missions and Operations, and other international stakeholders in theatre, ensure appropriate liaison with the G5 Sahel structures, in particular the Sahelian college of security (CSS), and with the Foreign Policy Instrument Services (FPI) representatives in the region;
- To follow and take into account ongoing initiatives carried out by various key actors in the field of security and defence mapping in the G5 Sahel countries;
- To closely coordinate with CSDP Missions and Operations in theatre, including with EUNAVFOR MED Sophia and EUBAM Libya as appropriate;
- In close collaboration with the CSDP Sahel Coordination Mechanism established in Brussels, to ensure harmonisation of the work of the ISDEs, and CSDP Missions in their contribution to the regional mapping work, so as to ensure a homogeneous production pattern;
- To collect and transmit relevant information from / to the ISDEs and CSDP Missions in theatre;
- In liaison with the Security Reporting and Planning Officer:
  - to filter, compile, and analyse data received from the Internal Security Experts and the CSDP Missions on aspects deemed relevant with a focus on security sector in a regional framework.

- to conduct a comprehensive mapping assessment of the needs and an analysis of the gaps detected focus on the security sector of the G5 Sahel countries;
- to provide support to the drafting of a Regional Implementation Plan for the CSDP in the Sahel;
- In liaison with the Internal Security Experts and the Administrative Officer of the RCC, and the relevant CSDP Missions and Operations, to coordinate the G5 training requests thus contributing to facilitation and support to the organisation and follow-up of the related training courses for external G5 trainees.

#### 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which at least 3 at management level.

#### 5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of security sector;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- Organisational skills, the ability to work under pressure, and with tight deadlines and to manage multiple tasks and unexpected demands;
- Team management skills.

#### 6. Desirable Qualifications and Experience:

- Police officer ideally ranked OF4 or OF5, or equivalent;
- Experience in security analysis and/or planning, and diplomacy with a demonstrated ability to manage and coordinate many different levels and participants;
- Experience in cross border issues;
- Experience of working in the EU environment;
- Familiarity with other international actors in the field of crisis management;
- EU or international post conflict mission/organisation field experience;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Reporting and drafting skills;
- Strategic and creative thinking as well as decision making ability.

#### 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> Senior Internal Security Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RCC 09 RCC 10 RCC 11	<b>Location:</b> (1 position each) EUDEL Ouagadougou Nouakchott N'Djaména	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> ISDE	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Internal Security Expert reports to the Head of the Regional Coordination Cell (RCC), and works under the political authority of the Head of Delegation in the host country in close coordination with all colleagues dealing with security cooperation issues.

### 2. Main Tasks and Responsibilities:

- To operationalise the RCC tasks as set out in the Civilian Concept of Operations (CONOPS) Sahel Regionalisation and the relevant OPLAN;
- To support the RCC efforts in identifying areas of structural weaknesses in the performance and accountability of respective counterparts/ security institutions of their G5 Sahel country of deployment, to propose analysis and solutions for strengthening same, taking into account existing cooperation programs in the security sector;
- To ensure timely reporting to the RCC on information and activities within their field of responsibility, notably on progress and/or lack of progress, with copy to the relevant sections of the host Delegation;
- To maintain necessary contacts and build relationships with relevant local and international counterparts;
- To identify best practice and lessons learned within their field of responsibility;
- To provide security analysis / expertise to the RCC;
- Without prejudice to the chain of command described above, the Heads of EU Delegation shall have political authority over the Expert collocated in their respective Delegation who will work closely with the political section of the host Delegation;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

Under the supervision of the RCC, through the Internal Security Team Leader, and in close coordination with their respective EU Delegation:

- To be part of the Internal Security and Defence Experts (ISDEs) of the RCC, and of the local security / defence network, by cooperating and working closely with all key interlocutors in their country of deployment, including EU and non-EU counterparts, international organisations and representatives of Member States;
- To maintain effective and regular contact with other ISDEs, and existing CSDP Missions (where applicable), in particular with a view to facilitating the development of interregional activities and initiatives;

- To monitor and analyse (mapping) ongoing initiatives and projects carried out by various key actors in the field of security in their host country;
- To collect, in close cooperation with colleagues of the Delegation dealing with security issues, and report to the RCC, data and information related to the security situation and to the security capabilities of the host country, as well as information on the development of possible policies in these areas (policy of the local authorities, legal basis, general trends ...);
- To provide the RCC with analysis and recommendations on security related issues, contributing to needs mapping and gap analysis in the security sector of G5 Sahel Countries, with a view to develop a CSDP Regional implementation plan, taking into account existing processes and cooperation programs in the security sector.
- To establish and maintain direct contacts, in close cooperation with the political section of the host Delegation, with the competent national authorities and the relevant regional authorities with a view to promoting and supporting their engagement in the EU's security and defence actions, and to facilitating, when relevant, EU assistance in these areas;
- Where possible and relevant, provide EU coordinated advice to local authorities and, if necessary, to G5 Sahel structures present in their host country on security issues;
- In liaison with the RCC staff in Bamako, to facilitate and coordinate:
  - the participation of officers from their respective host country in EUTM Mali, EUCAP Sahel Mali and EUCAP Sahel Niger training activities;
  - the organisation and follow-up of the appropriate training courses (supervision of the coherence of the CV of the trainees, ensure the follow-up of trainees trained ...).
- In liaison with the EUDEL to ensure, as appropriate, the integration of security aspects into other issues such as development, technical cooperation, or implementation of the frameworks bilateral and regional cooperation, including by proposing new potential EU assistance and cooperation projects, that may be financed through the EU Emergency Trust Fund of Africa and other instruments, in line with the RCC's objectives;
- To provide security expertise / support to the EU Delegation as requested.

#### **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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

#### **5. Essential Knowledge, Skills and Abilities:**

- Extensive knowledge of security sector;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- Organisational skills, the ability to work under pressure, and with tight deadlines and to manage multiple tasks and unexpected demands.

#### **6. Desirable Qualifications and Experience:**

- Police officer ideally ranked OF4 or OF5, or equivalent;
- A minimum of 3 years at management/coordination level;

- Experience in security analysis and/or planning, and diplomacy;
- Experience of working in the EU environment;
- Familiarity with other international actors in the field of crisis management and/or security cooperation;
- EU or international post conflict mission/organisation field experience;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Reporting and drafting skills;
- Strategic and creative thinking as well as proven decision making ability.

### 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> Security Reporting and Planning Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> RCC 12	<b>Location:</b> Regional Coordination Cell (Bamako)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> RCC	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Security Reporting and Planning Officer reports to the Head of the Regional Coordination Cell (RCC).

### 2. Main Tasks and Responsibilities:

- To contribute to monitor and collect information on security situation, with a particular focus on the G5 Sahel countries capability development and structures, EU and international relevant stakeholders, that may impact on the situation in the RCC 's area of responsibility;
- To develop, maintain and regularly update the follow-up of activities, and the mapping exercise of the RCC together with its Internal Security and Defence experts (ISDEs), and CSDP Missions deployed in the G5 Sahel countries;
- To communicate with RCC staff members, ISDEs and CSDP Missions deployed in the G5 Sahel countries, 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 RCC staff members, ISDEs and CSDP Missions deployed in the G5 Sahel countries on their mapping exercise and activities;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- 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 RCC lessons learned observations;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

In close cooperation with the Internal Security Defence Team Leader:

- to collect, centralise and process relevant information and analysis, with a focus on security sector, obtained from the ISDEs and CSDP Missions in theatre, as well as to possible projects that may be financed through the EU Emergency Trust Fund of Africa and other instruments;
- to draft the needs mapping and gap analysis report with a focus on security sector of the G5 Sahel Countries;
- to draft the CSDP Regional Implementation Plan.

### 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 police or military equivalent education or training or equivalent rank; AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

#### 5. Essential Knowledge, Skills and Abilities:

- Analytical and research capability and knowledge of information collection and analytical methods;
- Report compilation, drafting, writing and editing skills;
- Presentation skills;
- Time management and ability to prioritise multiple tasks.

#### 6. Desirable Qualifications and Experience:

- Police officer ideally ranked OF3 or OF4, or equivalent;
- Experience in reporting and/or planning;
- Experience in analytical work with a demonstrated ability to coordinate many different levels and participants;
- Experience of working in the EU environment;
- Familiarity with EU & other international actors in the field of crisis management;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Strategic and creative thinking.

#### 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> Administrative Officer	<b>Employment Regime:</b> Seconded /Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level
<b>Ref. number:</b> RCC 13 RCC 14 (2 positions)	<b>Location:</b> Regional Coordination Cell (Bamako)	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> RCC	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Administrative Officer reports to the Head of the Regional Coordination Cell (RCC).

### 2. Main Tasks and Responsibilities:

- To assist the Head of the RCC in identifying, developing as appropriate, and implementing relevant policies, Standard Operating Procedures (SOP's) and guidelines;
- To assist the Head of the RCC in scheduling RCC Support related activities;
- To administer and distribute relevant reports and required information to internal and external functions;
- To co-ordinate internal communication within RCC Support activities and organise meetings and presentations;
- To draft or contribute to letters, memoranda, reports, and other documents as requested;
- To maintain office services by assisting the Head of the RCC in organising office operations and procedures, managing correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions in liaison with the Mission Support Department of EUCAP Sahel Mali;
- To be responsible for the effective and appropriate management of the RCC's records and archives;
- To establish and maintain filing systems to meet administrative, legal and financial requirements;
- To contribute to the design and implementation of policies, procedures and infrastructure to support an integrated organisational wide records management approach and system;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support the Head of the RCC in administrative related issues in liaison with the Mission Support Department of EUCAP Sahel Mali, and as appropriate, with the EU Delegations of the G5 Sahel countries where Internal Security and Defence Experts (ISDEs) are deployed;
- To ensure coordination with EUCAP Sahel Mali Mission Support Department and with the EU Delegations and the G5 Sahel countries where ISDEs are deployed;
- To support the administrative setting up of the RCC and deployment of the ISDEs in collaboration with the Mission Support Department of EUCAP Sahel Mali, and as appropriate, in liaison with the EU Delegations of the G5 Sahel countries;
- Without prejudice of the normal activities carried out by the CSDP Missions in theatre in the framework of their respective mandate, and with ISDEs:
  - to support the coordination of the G5 Sahel training requests;
  - to facilitate the organisation and follow-up of the relevant training courses provided by the CSDP Missions (supervision of trainees CV's, management and follow up of trainees);

- to support when necessary the logistical and administrative arrangements related to the relevant training activities;
- In collaboration with the Mission Support Department of EUCAP Sahel Mali:
  - to ensure the timely and correct administration of financial entitlements of staff, such as reimbursement of duty trips, temporary reallocations, home travel reimbursement, etc.;
  - to be responsible for the duty travel arrangements and oversee the Missions guide application;
  - to contribute to establish and maintain filing systems to meet administrative, legal and financial requirements.

#### 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 award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.
- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality.

#### 5. Essential Knowledge, Skills and Abilities:

- Organisational and problem solving skills;
- People management skills and capacity to deal with different levels of stakeholders;
- Ability to establish/review priorities;
- Knowledge and application of records management practices including an understanding of computerised records management systems.

#### 6. Desirable Qualifications and Experience:

- Experience of working in the EU environment;
- International experience, particularly in crisis areas with multi-national and international organisations would be an asset;
- Previous experience in organisation of events or training courses.

#### 7. Desirable Knowledge, Skills and Abilities:

- Reporting skills;
- Familiarity with the EU financial regulations.

#### 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> Brussels Support Element / Policy Support Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> RCC 15	<b>Location:</b> Brussels	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit</b> RCC	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The BSE / Policy Support Officer reports to the Head of the RCC, while embedded within the CPCC Sahel Desk from whom he/she may also take instructions.

### 2. Main Tasks and Responsibilities:

- To maintain close coordination between the RCC and the CPCC, as well as with other relevant EEAS/Commission services and EU Member States under the overall coordination of the CPCC Sahel Desk;
- To closely coordinate with the RCC regarding its specific tasks implementation as well as Brussels based developments and to follow closely any relevant developments in the RCC's area of interest;
- To provide analysis on the RCC's specific tasks implementation;
- To contribute to the reporting and to the drafting of reporting, planning and other documents related to the RCC;
- To support the organisation of CPCC visits to the RCC and RCC's visits to Brussels and capitals;
- To regularly visit the RCC embedded within EUCAP Sahel Mali Mission in agreement with the COS and CPCC;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To follow the draft needs mapping and gap analysis in the security and defence sector of the G5 Sahel Countries in support of the RCC and of the network of Internal and Security Defence Experts (ISDEs), remaining informed of ongoing initiatives carried out in this field by various key actors;
- To finalise the editing of various documents, and the CSDP Regional Implementation plan and contribute to its presentation to member states.
- In close relation with other CSDP Missions' desks, follow the training activities followed by G5 trainees.
- To contribute to the identification of best practices.

### 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; AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.



**5. Essential Knowledge, Skills and Abilities:**

- Analytical and reporting skills;
- Networking skills.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations
- Experience in defence and/or security analysis with a demonstrated ability to coordinate with many different levels and participants.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of international actors in the field of crisis management;
- Ability to develop and maintain effective work relationships with different national and cultural background with sensitivity and respect for diversity;
- Knowledge of development aid and/or financial and technical cooperation projects, ideally through EU financial instruments;
- Knowledge of the European Commission's aid programming and implementing process.

**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)				