

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union CSDP Mission in Mali
(EUCAP Sahel Mali)
2-2017 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> (17 positions)			
	MA 09*	Training Policies Adviser – Gendarmerie	Bamako	ASAP
	MA 35	Chief of Strategic Advice	Bamako	ASAP
	MA 36	Chief of Training	Bamako	14 Nov 2017
	MA 42	Project Coordinator	Bamako	ASAP
	MA 44	Senior Reporting Officer	Bamako	ASAP
	MA 46	Team Leader Trainers	Bamako	01 Dec 2017
	MA 48	Trainer Community Policing/Basic Intelligence	Bamako	05 Dec 2017
	MA 51 MA 52	Trainer Management/Deontology (2 posts)	Bamako	ASAP 13 Dec 2017
	MA 54 MA 65 MA 110	Trainer on Human Resources Management (3 posts)	Bamako	16 Nov 2017 14 Aug 2017 ASAP
	MA 71	Trainer Forensics	Bamako	29 Aug 2017
	MA 87	Adviser on Border Management	Bamako	ASAP
	MA 107	Adviser to Counter-Terrorism/Intervention	Bamako	01 Sep 2017
	MA 111	Trainer Operational Management	Bamako	ASAP
	MA 113	Trainer on Human Rights and Gender	Bamako	ASAP
	<u>Seconded/Contracted</u> (6 positions)			
	MA 13*	Human Rights and Gender Adviser	Bamako	ASAP
	MA 22	Human Resources Officer	Bamako	ASAP
	MA 23	Logistics/Transport Officer	Bamako	ASAP
	MA 75*	Logistics Officer	Bamako	ASAP
	MA 79	Mission Security Operations Room Manager	Bamako	ASAP
	MA 101	Verification Officer	Bamako	ASAP

Deadline for applications:	Thursday 22 June 2017 at 17:00 Brussels time
E-mail address to send the Job Application Form:	<u>cpcc-mali@eeas.europa.eu</u>
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Carmen EPURE <u>carmen.epure@ext.eeas.europa.eu</u>

* **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 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 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.

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.

E. Data Protection

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The [Privacy statement](#) is available on the EEAS website.

F. Job Descriptions

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

SECONDED

Position Name: Training Policies Adviser – Gendarmerie	Employment Regime: Seconded	
Ref. Number: MA 09*	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/Training	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Training Policies Adviser – National Police reports to the Chief of Training.

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 in the field of training's conceptual and organisational framework for the Recruitment and Training Division of Gendarmerie (*Division du Recrutement et de la Formation*).
- To work in close cooperation with the Recruitment and Training Division of Gendarmerie in order to:
 - help record and review all documentation relating to training.
 - provide expertise to the Recruitment and Training Division of the Gendarmerie in the conceptual and doctrinal framework underlying restructuration and reform process in training, including the organisation of the Recruitment and Training Division itself.
 - assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula, managing, running and evaluating training courses at academic level.
 - assist in the provision of advice, guidance regarding training organisation, methods and contents.
- To 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 **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

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

5. Essential knowledge, skills and abilities

- Ability to mentor and motivate local counterparts.
- Knowledge of Training/Human Resources management in law enforcement.
- Mediation skills.

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer.
- Experience of designing and delivering training.
- Experience in project management.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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: Chief of Strategic Advice	Employment Regime: Seconded	
Ref. Number: MA 35	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 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 appointed so.
- To ensure the mainstreaming of Human Rights and Gender aspects into the activities of the Strategic Advice.
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.
- To undertake any other job related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To regularly control and evaluate the advisers' activity, its full accordance with the OPLAN and its real impact on the Malian Internal Security Forces (National Police, Gendarmerie and National Guard – ISF) within the Mission's mandate and, if necessary, help them to gain efficiency.
- To ensure that information is regularly exchanged between the training policies advisers and the trainers to continually adapt the advice and the training for the Malian ISF to the current situation.
- To ensure that the advisers tasks and actions are coherent with the ongoing plans or projects settled within the security sector reform process by the Malian or international counterparts.

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 a minimum of 5 years at management level.

- Experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes.

5. Essential Knowledge, Skills and Abilities

- Ability to establish/review priorities, to plan and to exercise control.
- Ability to engage with senior officials/ governmental level decision makers.
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience

- Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.
- 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 in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities

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: Chief of Training	Employment Regime: Seconded	
Ref. Number: MA 36	Location: Bamako	Availability: 14 November 2017
Component/Department/Unit: Operations/Training	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Chief of Training reports to the Head of Operations.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Training Component 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 Training Component 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 component.
- To ensure the consistency and sustainability of Mission's operational activities over time in the field of Training activities.
- To oversee the contribution of the Training Unit 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 Training Unit 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 Training Component.
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.
- To undertake any other job related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To regularly control and evaluate the trainers' activity, its full accordance with the OPLAN and its real impact on the Malian Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) within Mission's mandate and, if necessary, help them to gain efficiency.
- To ensure that information is regularly exchanged between the Trainers and the Training Policies Advisers to continually adapt the advice and the training for the Malian ISF to the current situation.
- To ensure that the trainers' tasks and actions are coherent with the ongoing plans or projects settled within the security sector reform process by the Malian or international counterparts.
- To conceptualise, create, organise and plan the training activities at both strategic and field levels.
- To supervise and coordinate the work of the Team Leader Trainers and the Training Advisers.
- To periodically evaluate, at the first level, the Team Leader Trainer and the Trainers.
- To coordinate, under the supervision of the Head of Operations, with the Chief of Strategic Advice on the common strategic aspects of the activities.
- To identify lesson learned in the field of Training and contribute to related work of the Evaluation Unit.
- To maintain good contacts with external components dealing with ISF training.

- To represent the Mission in meetings and events with Malian or international stakeholders related to ISF training issues.

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 7 years of relevant professional experience, out of which a minimum of 3 years at a management level.
- Experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes.

5. Essential Knowledge, Skills and Abilities

- Ability to establish/review priorities, to plan and to exercise control.
- Ability to engage with senior officials/ governmental level decision makers.
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience

- Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.
- 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 in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- Experience as Chief of Training in a national Academy.
- Experience as Trainer.

7. Desirable Knowledge, Skills and Abilities

- Basis knowledge of the Kirkpatrick model or other evaluation/assessment model.

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: Project Coordinator	Employment Regime: Seconded	
Ref. number: MA 42	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission Office/ Coordination	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Project Coordinator reports to the Deputy Head of Mission/Chief of Staff.

2. Main Tasks and Responsibilities

- To plan, develop and co-ordinate the implementation of the Mission's projects.
- To assess project proposals and make recommendations on the feasibility and sustainability of projects.
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders.
- To act as the interface between project leaders and various units of Mission Support.
- To develop best practices on project management, make training recommendations and record lessons learnt.
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action.
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability.
- To assist the Mission's operational component and unit heads in project planning and development and co-ordinate the implementation of the Mission's projects with other stakeholders.
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in co-operation with operational component and unit heads and Mission's Finance Office.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To provide information and advice to the Deputy Head of Mission on supporting the Malian authorities in his/her field of competence.
- To coordinate the project cell in accordance with the OPLAN and relevant planning documents.
- To supervise the close co-ordination and information sharing with relevant Mission members.
- To coordinate projects implementation at field level and monitor and evaluate progress in cooperation with the Head of Operations/the Operational Evaluators.
- Upon project completion, to ensure that post-project reporting and evaluation have been completed.
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and proper administration accordance with EU regulations.
- To maintain and develop project management procedures.
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.

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 professional experience, in the field of planning, implementation and evaluation of projects.

5. Essential knowledge, skills and abilities

- Team management skills.
- Very good organisation and time management skills.
- Leadership and problem solving skills.
- Negotiation and risk management skills.

6. Desirable Qualifications and Experience

- A minimum of 1 year of experience in planning, implementation and evaluation of projects (such as development cooperation).
- A minimum of 1 year of experience at management level.
- Project management qualification, such as APM, PPM, PRINCE2, or equivalent.
- Experience in Security Sector/Rule of Law reform in a national or host state context.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

- 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)				

Position: Reporting Officer	Employment Regime: Seconded	
Ref. number: MA 44	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission Office/ Reporting	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Reporting Officer reports to the Deputy Head of Mission/Chief of Staff.

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, prepare 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 Manager(s).

3. Mission Specific Tasks and Responsibilities

- To support the DHoM/CoS and the Political Adviser in maintaining an updated overview of the political situation in Mali and to share information with other departments, as required.
- To monitor local and international media and other relevant sources to support the Political Adviser in drafting the political section of the reporting and planning documents.
- To prepare and deliver presentations of specific reports in and outside the Mission, as required.
- To deliver presentations about EUCAP Sahel Mali (e.g. mandate, objectives, activities, etc.), 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; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities

- Analytical capability and knowledge of information collection and analytical methods.
- Report compilation, drafting and editing skills.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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: Team Leader Trainers	Employment Regime: Seconded	
Ref. number: MA 46	Location: Bamako	Availability: 01 December 2017
Component/Department/Unit: Operations/Training	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Team Leader Trainers reports to the Chief of Training.

2. Main Tasks and Responsibilities

- To lead, direct and manage the Trainers.
- To supervise the work of the Mission's trainers, including training planning, curricula development, training provision, data collection, etc.
- To supervise 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 work in close cooperation with the other Mission's Units and Departments.
- To ensure that Mission Staff Members of the Unit contribute to identify and report lessons and best practices within their respective area of responsibility.
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.
- To deputise for the Chief of Training, when appointed.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To provide support and advice to the host state authorities in the area of national training strategy/policies/capacities as well as the provision of direct training by the Mission.
- To ensure that the Mission's trainers have the necessary material to perform the training sessions in their respective area of responsibility.
- To regularly control and evaluate the trainers' job during the training sessions and, if necessary, help them to gain efficiency.
- To ensure that information's are exchanged between the trainers and the advisers to continually adapt the training programs to the real needs of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard - ISF).
- To supervise the Unit's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements in the field of training as the situation evolves as well as the design of Mission's training related activities in support of tasks and objectives.

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 a minimum of 3 years of experience at management level.
- Experience in design and delivery of training programmes.

5. Essential knowledge, skills and abilities

- Presentation skills.
- Organisational skills.
- Innovative thinking.
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Experience in national training units/programmes for law enforcement/Rule of Law agencies.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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 Community Policing/ Basic Intelligence	Employment Regime: Seconded	
Ref. number: MA 48	Location: Bamako	Availability: 05 December 2017
Component/Department/Unit: Operations/Training	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer Community Policing/Basic Intelligence 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 Team Leader Trainers.
- 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 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 identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To train the members of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on community policing/basic intelligence, using lessons learned and actual cases.
- To help identifying the Malian ISF's needs in terms of community policing/basic intelligence.
- To train the (future) Mali ISF trainers in community policing/basic intelligence (train the trainers).
- To train and provide tactical and operational advice in the field of community policing/basic intelligence.
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to community policing/basic intelligence.
- 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 **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 national/international training units/programmes for law enforcement.

5. Essential knowledge, skills and abilities

- Presentation skills.
- Innovative thinking.
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification from recognised Institute/Academy.
- Successful completion of training courses in the field of community policing/basic intelligence.
- A minimum of 2 years of experience as police trainer in community policing/basic intelligence.
- Experience as Senior Law Enforcement Officer.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

- Very good training and presentation skills.

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 Management/Deontology	Employment Regime: Seconded	
Ref. number: MA 51 MA 52	Location: Bamako	Availability: As soon as possible 13 December 2017
Component/Department/Unit: Operations/Training	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer Management/Deontology 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 Team Leader Trainers.
- 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 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 identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To train the members of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on management/deontology, using lessons learned and actual cases.
- To help identifying the Malian ISF's needs in terms of management/deontology.
- To train the (future) Mali ISF trainers in management/deontology (train the trainers).
- To train and provide tactical and operational advice in the field of management/deontology.
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to management/deontology.
- 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 **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 national/international training units/programmes for law enforcement.

5. Essential knowledge, skills and abilities

- Presentation skills.
- Innovative thinking.
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification from recognised Institute/Academy.
- Successful completion of training courses in the field of management/deontology.
- A minimum of 2 years of experience as police trainer in management/deontology.
- Experience as Senior Law Enforcement Officer.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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 on Human Resources Management	Employment Regime: Seconded	
Ref. number: MA 54 MA 65 MA 110	Location: Bamako	Availability: 16 November 2017 14 August 2017 As soon as possible
Component/Department/Unit: Operations/Training	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer on Human Resources Management 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 Team Leader Trainers.
- 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 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 identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To train the members of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on principles of Human Resources management, using lessons learned and actual cases.
- To help identifying the Malian ISF needs in terms of Human Resources management.
- To train the (future) Mali ISF trainers in Human Resources (train the trainers).
- To train and provide tactical and operational advice in the field of Human Resources management.
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to Human Resources management.
- To coordinate with other actions already undertaken by international stakeholders.

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 national/international training units/programmes for law enforcement.

5. Essential knowledge, skills and abilities

- Presentation skills.
- Innovative thinking.
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification from recognised Institute/Academy.
- Successful completion of training courses in the field of human resources management.
- A minimum of 2 years of experience as police trainer in human resources management.
- Experience as Senior Law Enforcement Officer.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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 Forensics	Employment Regime: Seconded	
Ref. number: MA 71	Location: Bamako	Availability: 21 August 2017
Component/Department/Unit: Operations/Training	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer Forensics 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 Team Leader Trainers.
- 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 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 identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To train the members of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on Forensics, using lessons learned and actual cases.
- To help identifying the Malian ISF needs in terms of forensics.
- To train the (future) Mali ISF trainers in Forensics (train the trainers).
- To train and provide tactical and operational advice in the field of forensics.
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to Forensics.
- 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 **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 national/international training units/programmes for law enforcement.

5. Essential knowledge, skills and abilities

- Presentation skills.
- Innovative thinking.
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification from recognised Institute/Academy.
- Successful completion of training courses in the field of forensics.
- A minimum of 2 years of experience as police trainer in forensics.
- Experience as Senior Law Enforcement Officer.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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 Border Management	Employment Regime: Seconded	
Ref. number: MA 87	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 Adviser on Border Management 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 Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor in the field of development of future policy and strategy of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) involved in border management and migration issues.
- To establish a sustainable contact network with all the counterparts involved in border management issues.
- To contribute to assessing the inter-ministerial and interagency coordination requirements in the field of border management and advises Malian authorities accordingly.
- To identify and assesses the needs, at central level and in the field, of the security actors in relation to their tasks in the area of border management.
- To contribute to the development of specific national procedures in the field of customs through the provisioning of technical analysis, advice and proposals.
- To provide advice and guidance regarding conceptual and doctrine framework underlying the restructuration and reform process in border management.
- To propose adequate measures to be implemented with the agreement of Malian authorities.
- To provide support and facilitates workshop with counterparts.
- To advise on the introduction of simplified procedures and effective risk analysis, selectivity profiling and targeting systems, as well as on the effective exchange of information and cross border cooperation/operations.

- To provide advice on possible improvements of the skills and performance of local officers.
- To work in close cooperation with the Mission Border Security trainers in order to elaborate adapted and relevant training content.
- To contribute to the overall Security Sector Reform process in his/her field of action in liaison with other concerned Mission members.
- To assist the Chief of Strategic Advice in monitoring projects in his/her field of action.
- 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 **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential knowledge, skills and abilities

- Ability to mentor and motivate local counterparts.
- Knowledge of border management.
- Mediation skills.

6. Desirable Qualifications and Experience

- Experience in planning, implementation and management of projects particularly in connection with Security Sector Reform.
- Experience as Senior Law Enforcement Officer.
- Experience of designing and delivering training.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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 to Counter-Terrorism/ Intervention	Employment Regime: Seconded	
Ref. number: MA 107	Location: Bamako	Availability: 01 September 2017
Component/Department/Unit: Operations/Strategic Advice	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Adviser to Counter Terrorism/Intervention 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 Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor for Counter-Terrorism and Intervention matters to the Ministry of Security and the relevant services of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) that are involved in Counter-terrorism and special intervention, particularly the newly created Counter Terrorism Security Force (FORSAT).
- To work in close cooperation with Ministry of Security and the ISF to develop Counter-Terrorism action plan for a real intervention concept.
- To provide sound advice to the ISF in all Counter-Terrorism and Intervention related matters.
- To help ISF to reform operating procedures for Counter-Terrorism, improving their intervention tools and methods, and assist them in re-organisation of services, while ensuring proper follow up.
- To supervise the work of ISF Components/Units involved in Counter-Terrorism and Intervention ensuring that planning and execution of operations are adequate.
- To support the establishment and functioning of counter-terrorism capabilities within the ISF regarding training activities, operations and Human Resources.
- To support the development of Counter-Terrorism and Intervention policies and procedures for the ISF, ensuring they are carried on and updated or amended when necessary.
- To support all Counter-Terrorism and Intervention units in regard to their operational effectiveness and their handling (or use) of equipment.

- To assist ISF for Special Police Operations coordination including by establishing links with all relevant security agencies.
- To support ISF in developing professional contacts and cooperation on Counter-terrorism and Intervention with all relevant international organisations and external agencies.

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 5 years of relevant professional experience.

5. Essential knowledge, skills and abilities

- Ability to mentor and motivate local counterparts.
- Knowledge of counter-terrorism and intervention field.
- Mediation skills.

6. Desirable Qualifications and Experience

- Broad operational and supervising experience in Special Police Units as well conducting Special Police Operations.
- Experience in planning, implementation and management of projects particularly in connection with Security Sector Reform.
- Experience as Senior Law Enforcement Officer.
- Experience of designing and delivering training.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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 Operational Management	Employment Regime: Seconded	
Ref. number: MA 111	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/Training	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer Operational Management 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 Team Leader Trainers.
- 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 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 identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To train the members of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on Operational management, using lessons learned and actual cases.
- To help identifying the Malian ISF's needs in terms of operational management.
- To train the (future) Mali ISF trainers in operational management (train the trainers).
- To train and provide tactical and operational advice in the field of operational management.
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to operational management.
- 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 **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 national/international training units/programmes for law enforcement.

5. Essential knowledge, skills and abilities

- Presentation skills.
- Innovative thinking.
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification from recognised Institute/Academy.
- Successful completion of training courses in the field of operational management.
- A minimum of 2 years of experience as police trainer in operational management.
- Experience as Senior Law Enforcement Officer.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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 on Human Rights and Gender	Employment Regime: Seconded	
Ref. number: MA 113	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/Training	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer on Human Rights and Gender 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 Team Leader Trainers.
- 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 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 identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To train the members of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on principles of human rights and gender and their practical application in the day-to-day activities of the three forces.
- To identify, in coordination with the Human Rights and Gender Advisor, the Malian ISF training needs in the fields of human rights and gender and develop trainings accordingly.
- To train future Malian Human Rights and Gender trainers (train the trainers) in the fields in questions.
- To train and provide tactical and operational advice to unit leaders.
- To contribute to the elaboration of Standard Operation Procedures and regulatory frameworks.
- To coordinate with actions already undertaken by international stakeholders and Malian civil society.

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 national/international training units/programmes for law enforcement.

5. Essential knowledge, skills and abilities

- Presentation skills.
- Innovative thinking.
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience

- Professional Training Qualification/Certification from recognised Institute/Academy.
- Successful completion of training courses in the field of human rights and gender.
- A minimum of 2 years of experience as police trainer in human rights and gender.
- Experience as Senior Law Enforcement Officer.
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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: Human Rights and Gender Adviser	Employment Regime: Secoded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MA 13*	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Human Rights and Gender Expert reports to the Head of Mission and is co-ordinated by the Deputy Head of Mission/Chief of Staff.

2. Main Tasks and Responsibilities

- To act as the Mission focal point for human rights and gender, as well as and human rights and gender mainstreaming issues.
- To advise on human rights and gender, as well and human rights and gender mainstreaming issues within the Mission as well as throughout the Mission's activities.
- In close coordination with the Mission's operational components, to advice on the promotion of human rights, gender equality and gender-sensitive policy among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan.
- To advise on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on women, peace and security.
- To undertake systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring and reporting, data collection and staffing.
- To monitor and analyse the human rights and gender situation in the host state.
- To liaise with local and international entities involved in the promotion and monitoring of human rights, gender equality and gender mainstreaming in the host state.
- To advise on the development and management of strategic communications with regards to human rights and gender issues.
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs).
- To contribute to Mission's reporting and information flow on human rights and gender related aspects.
- To contribute to the induction training of Mission's staff members as required.
- To contribute to identify and report on lessons learned and best practices within the field of human rights and gender.
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

N/A

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 5 years of relevant professional experience.

5. Essential knowledge, skills and abilities

- Thorough knowledge of human rights and gender mainstreaming issues and tools, particularly in a post-conflict environment/SSR process.
- Knowledge of investigative and conciliation techniques in the human rights and gender field.
- Drafting skills.
- Negotiations skills.
- Ability to evaluate analytically.
- Establish and maintains relationships with a board range of people to understand needs and gain support.
- Proactive in developing strategies to accomplish objectives.
- Understanding and sensitivity to the basic principles of human rights & gender legislation and inter-group relations.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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 Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MA 22	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Human Resources	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff.
- To coordinate extension request exercises for eligible seconded staff prior the launch of each regular Call for Contribution.
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved.
- To assist and contribute to the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement.
- To participate as a member of selection panels as required, communicating and coordinating with candidates, including on queries before or after applying, notifications of selection, interviews, etc.
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures.
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element.
- To advise and assist staff members concerning human resources policies and procedures.
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures.
- To conduct timely issuance and proper management of employment contracts for international and local staff.
- To administer insurance portfolio for international and local staff.
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements.
- To maintain updated the personnel databases as appropriate.
- To provide advice, guidance and support to staff on personnel administration related matters.
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required.
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies.
- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance.
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.

- To contribute to identifying lessons learned and best practices in his/her respective field of competence.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To liaise with the Finance Unit on Human Resources' budget and obligations.
- To prepare documentation for Procurement actions regarding contracts to be managed by Human Resources Office.
- To contribute to the elaboration of Standard Operation Procedures and regulatory frameworks.

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, in the field of human resources.

5. Essential knowledge, skills and abilities

- People management skills and capacity to deal with different levels of stakeholders.
- Organising skills and capacity to develop plans, policies and forecasts.
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems.
- Influencing, persuading, coaching and negotiating skills.
- Ability to prepare HR communication appropriate to the audience.

6. Desirable Qualifications and Experience

- University/Master degree/MBA in human resources management or/and an international certification in human resources management.
- Training and experience in MS Excel, Access and Visio and building databases with similar software.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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: Logistics/Transport 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	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To ensure 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) through the electronically Fleet management System.
- To identify and monitor the requirement for spare parts, workshop equipment and tools in order to facilitate efficient maintenance as well as performing quality assurance.
- To propose withdrawal of vehicles from service, if they are not considered being roadworthy.
- To conduct accident damage assessments, processes vehicle accident reports, participates in Boards of Inquiry and raises Damage Discrepancy Reports as required.
- To prepare reports and makes recommendations as necessary on various transport matters within her/his area of competence.
- To develop and conducts Mission driving orientation briefings to ensure that all Mission members 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-ordinates an intra-theatre air and land movement plan for the Mission.
- To maintain a data base for cost-control/analysis, scheduling of services/repairs and ensures tracking of reimbursements of repairs after accidents.
- To liaise with forwarder agencies as required with respect to provision of movement resources.
- To provide support on transport related matters to Mission members during the trips to the fields.
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members.
- To provide advice, support and train Mission staff on transport related matters and guidelines.
- To assist the Chief of Logistics and the Procurement Unit in sourcing air transport and logistic shipping movement resources as required.
- To provide logistical support to all personnel in the Regional Office in regards to required assets to fulfil their tasks, such as computers, vehicles, furniture, telecommunications, stationary, etc..
- To identify needs of goods and/or services specifically required for the mission and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services.
- To draft specifications for issuing tenders related to logistics area of responsibility.
- To deputise for Chief of Logistics in his/her absence.
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.

- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy.

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 Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related field **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 relevant professional experience.

5. Essential knowledge, skills and abilities

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.
- Knowledge of using electronic Fleet Management, inclusive tracking software.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

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: Logistics Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MA 75*	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Logistics	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Logistics Officer reports to the Chief of Logistics.

2. Main Tasks and Responsibilities

- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies in the Regional Office.
- To deputise for Chief of Logistics in his/her absence.
- To provide logistical support to all personnel in regards to required assets to fulfil their tasks, such as computers, vehicles, furniture, telecommunications, stationary, etc.
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Region, ensuring systems in place for replacement and repair.
- To coordinate the provision of material and office space.
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.
- To build and keep updated the inventory of assets.
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy.
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services.
- To assist in managing and maintaining a comprehensive database of expendable and non-expandable items.
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action.
- To draft specifications for issuing tenders related to his/her area of responsibility.
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- N/A

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 Transport, Logistics, Engineering, Administration or other related fields **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 relevant professional experience, in the field of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related fields.

5. Essential knowledge, skills and abilities

- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management.
- Awareness of different product and services markets and industrial business networks.
- Ability to perform under stress and in difficult circumstances.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2).

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 Security Operations Room Manager	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MA 79	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office/Mission Security	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Mission Security Operations Room Manager reports to the Senior Mission Security Officer.

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 run the Missions Operations Rooms and ensure its effectiveness.
- To manage the Operations Room staff.
- To develop relevant Standard Operating Procedures.
- To ensure the effective monitoring of the location and movement of all Mission personnel deployed in the field.
- To ensure the collection, analysis distribution and archiving of all incoming security and operational reports and of information from different sources including the media.
- To monitor the media and relevant open sources and distribute relevant information and to contribute in the situational awareness of the Mission.
- To prepare and disseminate situation summaries for the Mission in a timely manner.
- To review incoming messages and alerts, determine urgency and inform the relevant mission elements and responsible staff members.
- To ensure the proper registration of all activities and in particular in case of incident.
- To alert and inform key security personnel and senior management of important developments.
- To contribute to identifying lessons learned and best practices in his/her respective field of competence.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To conduct the roles and responsibilities of a Mission Security Officer as appropriate.

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 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 7 years of relevant professional experience, out of which a minimum 3 years of experience at management level, in the civilian, military or police sectors in the protection of personnel, facilities and assets.

5. Essential knowledge, skills and abilities

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Organisational, planning, and time-management skills.
- Highly resilient under mental pressure and willingness to work extra hours when required.

6. Desirable Qualifications and Experience

- Previous work experience in the region.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

- Knowledge of the Mission area and potential security threats.

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: Verification Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 101	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: 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

- To provide guidelines, check-lists and/or any other necessary tools in view of the future implementation of the ex-post statute of the Mission.

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 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 4 years of relevant professional experience.

5. Essential knowledge, skills and abilities

- Analytical, research and problem-solving skills.
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems.
- Ability to pay close attention to detail so that work produced is reliable and accurate.

6. Desirable Qualifications and Experience

- Verification Officer course/training or other related course/training.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

- Good knowledge and/or experience in strategic management and/or public administration.

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)				