

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 – Requirements and Job Descriptions

European Union CSDP Mission in Mali (EUCAP Sahel Mali) 1-2019 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> (36 positions)			
	MA 03	Chief of Staff	Bamako	ASAP
	MA 37	Inter-ministerial Adviser	Bamako	ASAP
	MA 40	Ministerial Adviser to the Ministry of Defence/ Ministry of Security and Civil Protection	Bamako	29 May 2019
	MA 47 MA 49	Human Resources and Personnel Management Adviser – National Police (2 posts)	Bamako	ASAP ASAP
	MA 51	Training Policies Adviser – National Guard	Bamako	ASAP
	MA 54	Adviser on Border Management	Bamako	ASAP
	MA 58	Adviser to Counter-Terrorism/Intervention	Bamako	ASAP
	MA 59 MA 60 MA 61	Adviser on Logistics (3 posts)	Bamako	ASAP
	MA 62 MA 63	Rule of Law/Justice Adviser (2 posts)	Bamako	ASAP
	MA 64	Legal Drafting Adviser	Bamako	ASAP
	MA 72 MA 73	Trainer on Border Management (2 posts)	Bamako	ASAP
	MA 75	Trainer on Criminal Investigation/Counter-Terrorism	Bamako	ASAP
	MA 77	Trainer on Criminal Intelligence and Analysis	Bamako	ASAP
	MA 78 MA 79* MA 80	Trainer on Forensics (3 posts)	Bamako	26 May 2019 02 July 2019* 17 June 2019
	MA 81 MA 83	Trainer on Community Policing/Basic Intelligence	Bamako	03 July 2019 20 August 2019
	MA 84 MA 85	Trainer on Logistics (2 posts)	Bamako	ASAP

MA 91 MA 93	Trainer on Public Order/Professional Intervention (2 posts)	Bamako	ASAP 30 June 2019
MA 95 MA 96	Trainer on Management Deontology (2 posts)	Bamako	ASAP 20 May 2019
MA 98	Head of Coordination Unit	Bamako	ASAP
MA 103	Political Adviser	Bamako	09 June 2019
MA 107	Executive and Document Management Assistant	Bamako	ASAP
MA 108	Head of Planning, Evaluation, Reporting and Analysis Unit	Bamako	ASAP
MA 110 MA 111	Evaluation Officer (2 posts)	Bamako	ASAP 02 June 2019
MA 116	Brussels Support Element Operations and Reporting Officer	Brussels	09 May 2019
<u>Seconded/Contracted</u> (7 positions)			
MA 11	Information Security Assistant	Bamako	ASAP
MA 26	Armed Protection Operator	Bamako	ASAP
MA 29	Medical Adviser	Bamako	ASAP
MA 104	Legal Adviser	Bamako	ASAP
MA 120	Travel Assistant	Bamako	ASAP
MA 127	Financial Accounting Officer	Bamako	ASAP
MA 139	Head of Unit for Communication and Information Systems	Bamako	ASAP

Deadline for applications:	Friday, 15 March 2019 at 17:00 Brussels time
E-mail address to send the Job Application Form:	<p>1. For seconded candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/</p> <p>2. For contracted candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p> <p>3. For seconded candidates from Invited/Contributing Third States (application form available on the EEAS website): cpcc-mali@eeas.europa.eu</p>
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Carmen EPURE carmen.epure@ext.eeas.europa.eu</p>

* The availability of this position is pending on decision of tour of duty extension.

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

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:

I. GENERAL CONDITIONS

Citizenship – The candidates must have 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.

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 Third States.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

1. Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working language 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.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

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

Driving Skills – 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.

II.B Desirable Requirements

Knowledge of the Mission area – 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, as applicable.

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

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

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

Language – Some proficiency in local language(s), depending on the job tasks and responsibilities.

Driving Licence - Category C driving licence.

III. 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, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

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 LIMITE/LIMITED 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 with protection equipment.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

² [Common European Framework of References for Languages](#)

IV. ADDITIONAL INFORMATION

Gender balance - The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

Application Form – Applications will be considered only when using the online Application Form (**AF**) 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 Third States will bear any related costs.

N.B 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.

Training – The selected candidates should complete E-BASE + E-SAFE³ modules, which are designed for the delegations or equivalent, until a new platform E-MASE is launched.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Personal 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 on Meetings and Events](#) is available on the EEAS website> [Privacy Statements](#).

³ <https://webgate.ec.europa.eu/eeas/security-e-learning>

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: MA 03	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Chief of Staff reports to the Deputy Head of Mission (DHoM), while working also in direct support of the Head of Mission (HoM).

2. Main Tasks and Responsibilities

- To manage and oversee day-to-day coordination between the Headquarters' organisational units in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities.
- To support the Head of Mission in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in planning documents, the Mission Implementation Plan (MIP), and instructions issued by the HoM and the DHoM;
- To lead and manage the work of the Chief of Staff Office and all other departments and units in his/her subordination;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's and DHoM's directions as appropriate;
- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, (and the Office of the EUSR), the representatives of EU Member States and Contributing Third States, according to HoM's and DHoM's directions;
- To liaise externally with international organisations, agencies and interlocutors as appropriate;
- To ensure drafting of reports and other correspondence on behalf of the HoM as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, or any other activity to HoM's Office;
- To be the central point of entry for communication between the Mission and the Operational Headquarters (EEAS/CPCC);
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To ensure effective communication between organisational units;

- To ensure effective planning and coordination across organisational units on regular activities, including joint missions out of the capital.

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 of experience at senior management level;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.).

5. Essential Knowledge, Skills and Abilities

- Knowledge of and experience in strategic management and/or public administration;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Strong managerial track record;
- Ability to mentor and motivate staff;
- French language skills: minimum level C1 (Proficient User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ability to draft or edit written products according to their varying purposes, destinations and circumstances;
- Inter-cultural understanding and diplomatic skills.

Position: Inter-ministerial Adviser	Employment Regime: Seconded	
Ref. Number: MA 37	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Inter-ministerial Adviser reports to the Head of the Strategic Advice Unit.

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 accompanying local counterparts in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local institutions, 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/institutions;
- To maintain necessary contacts and build relationships with relevant local counterparts/institutions;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Advisers and Head of Mission Office 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 Manager(s).

3. Mission Specific Tasks and Responsibilities

- In close coordination with the relevant Advisers of the Mission and the EU Delegation, to support the implementation of the Mission's operational mandate through outreach at relevant governmental level;
- To relay the recommendations made by the Strategic Advice Unit in relation to the Mission's core mandate at relevant governmental level;
- To be the Mission's key interlocutor in the field of development of future national Security policy and strategy, in close coordination with the EU Delegation and other relevant actors, at relevant governmental level;
- To help identify the needs in terms of reform and implementation of modern administrative and management systems at relevant governmental level;
- To provide advice and guidance on concepts and doctrine in a framework of a restructuring and reform process;
- To establish a sustainable contact network with the counterparts/institutions involved in security strategies issues, especially the EU Delegation, the EU Training Mission (EUTM) and MINUSMA, as well as other national, regional et international actors involved in the reforms, in coherence and close cooperation with the Coordination and Liaison Unit;
- To contribute to assessing the inter-ministerial and interagency coordination requirements in the field of national security strategies and advise the Malian authorities accordingly;

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 equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Knowledge and experience in the field of Security Sector Reform and/or other reform processes at political and strategic levels;
- Experience in drafting policy strategies;
- Ability to accompany and motivate local counterparts;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Experience as Senior Law Enforcement Officer;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Knowledge of Security Sector Reform process, Human Resources and Internal Inspection management in law enforcement;
- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Policies and Strategies;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation.

7. Desirable Knowledge, Skills and Abilities

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills.

Position Name: Ministerial Adviser to the Ministry of Defence/Ministry of Security and Civil Protection	Employment Regime: Seconded	
Ref. Number: MA 40	Location: Bamako	Availability: 29 May 2019
Component/Department/Unit: Deputy Head of Mission/ Operations/Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Ministerial Adviser to the Ministry of Defence reports to the Head of the Strategic Advice Unit.

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 accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local institutions, 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/institutions;
- To maintain necessary contacts and build relationships with relevant local counterparts/institutions;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Advisers 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 Manager(s).

3. Mission Specific Tasks and Responsibilities

- To support the implementation of the Mission mandate in close coordination with the relevant Advisers;
- To focus his/her work on the National Guard, National Gendarmerie and Inspection Services within the Ministry of Defence;
- To advise the ministerial level, according to the Mission's mandate, on the National Guard and the National Gendarmerie matters, in close cooperation with EUTM Mali;
- To provide expertise at ministerial level in the development of policies and strategies, with special focus on the area of Human Resources (HR), internal inspections and logistics, in coordination and cooperation with EUTM Mali;
- To work in close cooperation with the Human Resources Department, the General Inspectorate Department and the Military Justice Department of the Ministry of Defence;
- To ensure the coherence of the Ministry of Defence decisions with the employment ministry of the National Guard and the National Gendarmerie;
- To provide advice and guidance on concepts and doctrines in a framework of a restructuration and reform process;
- To contribute to the elaboration of fair and impartial human resources policies for recruitment, training, specialisation, promotion and discipline within the Ministry of Defence;

- To help to identify the needs in terms of reform and implementation of modern administrative and management systems, especially in human resources, inspections and logistics, for the National Guard and the National Gendarmerie, within the Ministry of Defence;
- To contribute to the drafting of new or revised normative texts, for the National Guard and the National Gendarmerie, in line with the national laws and regulations.

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 accompany and motivate local counterparts;
- Knowledge of performance management in law enforcement;
- Mediation skills;
- Innovative thinking;
- French language skills: minimum B1 level (Independent User);
- English language skills: minimum B1 level (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Experience in project management;
- Ability to translate a full paper administration into a modern informatics environment;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills.

Position Name: Human Resources and Personnel Management Adviser – National Police	Employment Regime: Seconded	
Ref. Number: MA 47 MA 49	Location: Bamako	Availability: As soon as possible As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

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 accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local institutions, 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/institutions;
- To maintain necessary contacts and build relationships with relevant local counterparts/institutions;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Advisers and Trainers as appropriate;
- To identify and report on lessons learned and best practices within the respective fields of responsibility;
- To undertake any other job related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor for the National Police at the level of the General Directorate and the different directions, with a key focus on the direction of personnel, finances & logistics and the internal inspection service;
- To assist the revision and the drafting of laws and internal regulations issued by the Human Resources (HR) services at National Police level;
- To advice, to support and to accompany the Malian partner through the whole process of the development of an efficient and coherent HR policy respecting gender equality and human rights;
- To advice and support the development, feeding and updating of HR data system at National Police level in accordance to the directives of the responsible ministry;
- To advice and support the development of the internal HR structures and proceedings within the National Police with focus on job descriptions, competences & functions translated in internal action plans and texts;

- To advice, support and accompany the internal inspection service of the National Police through the development of a performant and transparent inspection policy respecting the triptych “control, audit and investigation”;
- To establish and maintain the necessary contacts with all other counterparts/institutions involved in the reform, on matters relevant on his/her area of expertise.

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 accompany and motivate local counterparts;
- Knowledge of Human Resources management in a law enforcement environment;
- Knowledge of internal Inspection management in a law enforcement environment;
- Mediation skills;
- Innovative thinking;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer, preferably leading an operational unit or an HR service;
- Experience in project management;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills.

Position Name: Training Policies Adviser – National Guard	Employment Regime: Seconded	
Ref. Number: MA 51	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Training Policies Adviser – National Guard reports to the Head of the Strategic Advice Unit.

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 accompany local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions 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 work closely with other Advisers and Trainers 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 Manager(s).

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor for developing the conceptual and organisational framework of the training for the National Guard;
- To help record and review all documentation relating to training;
- To provide expertise to the Training Office of the National Guard in the conceptual and doctrinal framework underlying restructuring and reform process in training, including the organisation of the Training Office itself;
- To assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula;
- To assist and advise in managing, running and evaluating training courses at academic level;
- To establish and maintain the necessary contacts with external national, regional and international bodies or services providers involved in training matters.

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 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 accompany and motivate local counterparts;
- Knowledge of Training/Human Resources management in law enforcement;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Experience as staff member in Law Enforcement Training Centre;
- 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

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills.

Position Name: Adviser on Border Management	Employment Regime: Seconded	
Ref. Number: MA 54	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser on Border Management reports to the Head of the Strategic Advice Unit.

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 accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions 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/institutions;
- To maintain necessary contacts and build relationships with relevant local counterparts/institutions;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Advisers and Trainers 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 Manager(s).

3. Mission Specific Tasks and Responsibilities

- To be the key interlocutor in the field of development of policy and strategy of the Internal Security Forces (ISF) - National Gendarmerie, National Guard and National Police - involved in border management and migration issues;
- To establish and maintain a sustainable contact network with all national, regional and international counterparts/institutions involved in border management and migration issues;
- To assess the inter-ministerial and interagency coordination requirements in the field of border management and to advise the relevant Malian authorities accordingly;
- To identify and assess the needs of the security actors in relation to their tasks in the area of border management, at central level and in the regions;
- To develop conceptual and doctrine framework in matters of restructuring and reform process in border management;
- 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 assist the Head of Strategic Advice in monitoring projects in his/her field of action.

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 accompany and motivate local counterparts;
- Knowledge of border management in law enforcement;
- Mediation skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer, preferably in an operational unit or structure specialised in border management;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills.

Position: Adviser to Counter-Terrorism/ Intervention	Employment Regime: Seconded	
Ref. number: MA 58	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission/ 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 Head of the Strategic Advice Unit.

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 accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions 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/institutions;
- To maintain necessary contacts and build relationships with relevant local counterparts/institutions;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Advisers and Trainers as appropriate;
- To identify and report on lessons learned and best practices within the respective 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/units of the Internal Security Forces (National Police, National Gendarmerie and National Guard - ISF) that are involved in Counter-terrorism and special intervention;
- To work in close cooperation with Ministry of Security and the ISF to develop Counter-Terrorism action plan for an improved intervention concept;
- To advise 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 accompany the work of ISF services/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 national security agencies;
- To support ISF in developing professional contacts and cooperation on Counter-terrorism and Intervention with all relevant international counterparts/institutions/organisations.

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 accompany and motivate local counterparts;
- Knowledge of counter-terrorism and intervention related matters;
- Mediation skills;
- Innovative thinking;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer, preferably in an operational unit or structure specialised in counter-terrorism;
- Broad operational and supervising experience in Special Law Enforcement Units as well as conducting Special Law Enforcement Operations;
- Experience in planning, implementation and management of projects particularly in connection with Security Sector Reform;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills.

Position Name: Adviser on Logistics	Employment Regime: Seconded	
Ref. Number: MA 58 MA 59 MA 60	Location: Bamako	Availability: As soon as possible As soon as possible As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/ Strategic Advice	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser on Logistics reports to the Head of Strategic Advice Unit.

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, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions 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 work closely with other Advisers and Trainers as appropriate;
- To identify and report on lessons learned and best practices 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 Logistics matters to the Malian Internal Security Forces (ISF) - National Gendarmerie, National Guard and National;
- To work in close cooperation with the ISF to develop Logistics action plans for an improved concept;
- To advise the ISF in all Logistics related matters;
- To help ISF to develop and implement operating procedures for Logistics, improving their tools and methods, and assist them in re-organisation of services, while ensuring proper follow up;
- To accompany the work of ISF services/units involved in Logistics ensuring that planning and execution of services are adequate;
- To support the establishment and functioning of Logistics capabilities within the ISF regarding training activities, operations and Human Resources;
- To support the development of Logistics policies and procedures for the ISF, ensuring they are carried on and updated or amended when necessary;
- To support all Logistics units and services in regard to their operational effectiveness and their handling (or use) of equipment;
- To assist the ISF in implementing coordination links for Logistics matters with all relevant national services;

- To support the ISF in developing professional contacts and cooperation on Logistics with all relevant international counterparts/institutions/organisations.

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 accompany and motivate local counterparts;
- Knowledge of Logistics related matters;
- Mediation skills;
- Innovative thinking;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

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

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills.

Position Name: Rule of Law/Justice Adviser	Employment Regime: Seconded	
Ref. number: MA 62 MA 63	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/ Strategic Advice	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Rule of Law/Justice Adviser reports to the Head of the Strategic Advice Unit.

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 accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local institutions, 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/institutions;
- To maintain necessary contacts and build relationships with relevant local counterparts/institutions;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Advisers as appropriate;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To liaise with the Malian justice authorities;
- To advise the Ministry of Justice on matters linked to the Malian Security Sector Reform to improve the interactions with the National Gendarmerie and the National Police judiciary investigators, in close cooperation with the relevant Advisers and Trainers;
- To implement the Mission's strategies on rule of law and security sector related aspects;
- To act as the Mission focal point for Rule of Law (RoL)/Justice matters;
- To create and maintain the necessary contacts with all national, regional and international initiatives in the field of RoL/Justice, especially other EU programs and MINUSMA;
- To contribute to identify and report on lessons and best practices within the field of RoL/Justice.

4. Essential Qualifications and Experience

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

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

5. Essential Knowledge, Skills and Abilities

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to accompany and motivate local counterparts;
- Mediation skills;
- Innovative thinking;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience in knowledge of RoL/Justice aspects, in particular in a post-conflict environment/SSR process;
- Experience as a magistrate;
- Experience in criminal justice reform either domestically or internationally;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills.

Position: Legal Drafting Adviser	Employment Regime: Seconded	
Ref. number: MA 64	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/Strategic Advice	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Legal Drafting Adviser reports to the Head of the Strategic Advice Unit.

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 accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To ensure timely reporting on activities within the field of responsibility, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts/institutions;
- To maintain necessary contacts and build relationships with relevant local counterparts/institutions;
- To work closely with other Advisers as appropriate;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other job related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To assess local legislative/normative/regulatory frameworks, including, in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities
- To identify areas requiring improvement/reform in line with the MIP;
- To provide inputs to the development and regular updating of the MIP by supporting the identification of Mission's operational requirements;
- To closely coordinate with other EU and international actors involved in Legal Drafting matters;
- To assist, in close cooperation with all relevant Advisers, the Malian Ministries, in particular the Ministry of Security and Civil Protection, the Ministry of Defence and Veterans, the Ministry of Justice and the Ministry of Territorial Administration, as well as the Prime Minister's office and the National Assembly, to identify weaknesses, needs and areas of potential improvement in legislative and regulatory law.
- In close collaboration with all relevant Advisers, to contribute to the overall work on Security Sector Reform in his/her field of action;
- To advice, in close cooperation with all relevant Advisers, relevant authorities in matters of conceptual and doctrinal framework underlying restructuring and administrative reform processes;
- To assist, in close cooperation with all relevant Advisers, the Internal Security Forces (ISF) – National Police, National Gendarmerie and National Guard – in elaborating of new conceptual and doctrinal framework, in particular for Human Resources, Management, Internal Inspection and Training areas;
- To assist the elaboration of Standard Operation Procedures for the ISF, especially related to organisational change, Management Human Resources and internal inspection;
- To advise the Head of the Strategic Advice Unit regarding identified host state needs and recommended support by the Mission;

- To support host state authorities as directed by the Head of the Strategic Advice Unit;
- To assist the Head of the Strategic Advice Unit in monitoring projects in his/her field of action.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience, including experience in legal drafting.

5. Essential Knowledge, Skills and Abilities

- Critical thinking and active listening;
- Comprehensive reading;
- Complex problem solving skills;
- Innovative thinking;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Admission to the Bar in home or residential jurisdiction;
- Experience as lawyer or magistrate;
- Expertise in International Law;
- Experience in analysing complex legal issues and advising on legal texts;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ability to multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills.

Position: Trainer on Border Management	Employment Regime: Seconded	
Ref. number: MA 72 MA 73	Location: Bamako	Availability: As soon as possible As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/ Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer of Border Security reports to the Trainers Team Leader.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Trainers' Team Leader;
- 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 identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on border management and documents forgery matters;
- To assist the relevant advisers to support the development of performant services and units for border management and fight against documents forgery within the Malian Internal Security Forces through training and accompanying actions;
- To develop, with the relevant advisers, a training curricula in the field of border management and fight against documents forgery;
- To design and deliver specific training modules on border management and fight against documents forgery matters;
- To contribute to the training of (future) Mali ISF trainers in border management and fight against documents forgery (train the trainers).

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 including experience in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multitask and manage time effectively;
- Proven abilities as a trainer;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Professional Training Qualification/Certification;
- Experience in designing and delivering training;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position: Trainer Criminal Investigation/ Counter-Terrorism	Employment Regime: Seconded	
Ref. number: MA 75	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Trainers' Team Leader.
- 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 job related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on Criminal Investigation/Counter-Terrorism matters;
- To assist the relevant advisers to support the development of performant Criminal Investigation/Counter-Terrorism services and units within the Malian Internal Security Forces through training and accompanying actions;
- To develop, with the relevant advisers, a training curricula in the field of Criminal Investigation/Counter-Terrorism;
- To design and deliver specific training modules on Criminal Investigation/Counter-Terrorism matters;
- To contribute to the training of (future) Mali ISF trainers in Criminal Investigation/Counter-Terrorism (train the trainers).

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, including experience in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multitask and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Professional Training Qualification/Certification;
- Experience in designing and delivering training;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position Name: Trainer on Criminal Intelligence and Analysis	Employment Regime: Seconded	
Ref. number: MA 77	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer on Criminal Intelligence and Analysis reports to the Trainers' Team Leader.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Trainers' Team Leader;
- 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 internal and external 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 identified/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 identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on criminal intelligence and analysis matters;
- To assist the relevant advisers to support the development of a performant intelligence chain within the Malian Internal Security Forces through training and accompanying actions;
- To develop, with the relevant advisers, a training curricula in the field of criminal intelligence and analysis;
- To design and deliver specific training modules on criminal intelligence and analysis matters.
- To contribute to the training of (future) Mali ISF trainers in criminal intelligence and analysis (train the trainers);

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, including experience in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multitask and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Professional Training Qualification/Certification;
- Experience in designing and delivering training;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position: Trainer on Forensics	Employment Regime: Seconded	
Ref. number: MA 78 MA 79* MA 80	Location: Bamako	Availability: 26 May 2019 02 July 2019* 17 June 2019
Component/Department/Unit: Deputy Head of Mission/ Operations/ Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer in Forensics reports to the Trainers' Team Leader.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Trainers' Team Leader;
- 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 identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on Forensics matters;
- To assist the relevant advisers to support the development of performant Forensics services and units within the Malian Internal Security Forces through training and accompanying actions;
- To develop, with the relevant advisers, a training curricula in the field of Forensics;
- To design and deliver specific training modules on Forensics matters;
- To contribute to the training of (future) Mali ISF trainers in Forensics (train the trainers).

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, including experience in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multitask and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Professional Training Qualification/Certification;
- Experience in designing and delivering training;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position: Trainer on Community Policing/ Basic Intelligence	Employment Regime: Seconded	
Ref. number: MA 81 MA 83	Location: Bamako	Availability: 3 July 2019 20 August 2019
Component/Department/Unit: Deputy Head of Mission/ Operations/ Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Trainers' Team Leader;
- 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 job related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on community policing and basic intelligence matters;
- To assist the relevant advisers to support the development of performant community policing and basic intelligence services and units within the Malian Internal Security Forces through training and accompanying actions;
- To develop, with the relevant advisers, a training curricula in the field of Community Policing and Basic Intelligence;
- To design and deliver specific training modules on community policing and basic intelligence matters.
- To contribute to the training of (future) Mali ISF trainers in community policing and basic intelligence (train the trainers);
- To interact, under the Team leader authority, with the relevant international stakeholders for community policing and basic intelligence matters.

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, including experience in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multitask and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Professional Training Qualification/Certification;
- Experience in designing and delivering training;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position Name: Trainer on Logistics	Employment Regime: Seconded	
Ref. number: MA 84 MA 85	Location: Bamako	Availability: As soon as possible As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Trainer on Logistics reports to the Trainers' Team Leader.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Trainers' Team Leader;
- To identify required reforms and appropriate support to be provided by the Mission, including through training and accompanying actions;
- 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 internal and external 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 identified/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 and other international partners;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on logistic matters;
- To support the development of a performant logistic chain within the Malian Internal Security Forces through training and accompanying actions;
- To design and deliver specific training modules on logistics;
- To assist the relevant advisers to develop a training curricula in the field of logistic management.
- To contribute to the training of (future) Mali ISF trainers in Logistics (train the trainers).

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 logistics.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Professional Training Qualification/Certification;
- Experience in designing and delivering training;
- Experience in Logistics management for law enforcement institutions or units, at national or international level;
- Knowledge of logistics management software(s).

7. Desirable Knowledge, Skills and Abilities

- Knowledge of strategic planning and managing logistics, warehouse, transportation and customer services within an IT environment.

Position: Trainer Public Order/ Professional Intervention	Employment Regime: Seconded	
Ref. Number: MA 91 MA 93	Location: Bamako	Availability: As soon as possible 30 June 2019
Component/Department/Unit: Deputy Head of Mission/ Operations/Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Trainers' Team Leader;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To provide input to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's Components/Units;
- 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 Manager(s).

3. Mission Specific Tasks and Responsibilities

- To train the members of the Malian Internal Security Forces (ISF) - National Gendarmerie, National Guard and National Police - on public order and professional intervention related tasks, including basic principles of crowd control, using lessons learned and actual cases;
- To help the Malian ISF to identify their needs in terms of public order and professional intervention;
- To train the (future) Malian ISF trainers in public order and professional intervention (train the trainers);
- To train and provide tactical and operational advice to public order unit leaders;
- To help the Malian ISF to elaborate Standard Operation Procedures, especially related to large scale and multi-disciplinary public order operations;
- To coordinate with other actions 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 equivalent rank; **AND**

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional 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;
- French Language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1(Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Professional Training Qualification/Certification;
- Experience in designing and delivering training;
- Experience in crowd control and professional intervention, VIP protection and First Aid training;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position: Trainer on Management/ Deontology	Employment Regime: Seconded	
Ref. number: MA 95 MA 96	Location: Bamako	Availability: As soon as possible 20 May 2019
Component/Department/Unit: Deputy Head of Mission/ Operations/Training	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer in Management/Deontology reports to the Trainers' Team Leader.

2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Trainers' Team Leader;
- 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 job related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on Management/Deontology matters;
- To assist the relevant advisers to support the development of performant Management/Deontology practices within the Malian Internal Security Forces through training and accompanying actions;
- To develop, with the relevant advisers, a training curricula in the field of Management/Deontology;
- To design and deliver specific training modules on Management/Deontology matters;
- To contribute to the training of (future) Mali ISF trainers in Management/Deontology (train the trainers).

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, including experience in national/international training units/programmes for law enforcement.

5. Essential Knowledge, Skills and Abilities

- Presentation skills;
- Innovative thinking;
- Ability to plan, multitask and manage time effectively;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Professional Training Qualification/Certification;
- Experience in designing and delivering training;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position Name: Head of Coordination Unit	Employment Regime: Seconded	
Ref. Number: MA 98	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations/Coordination	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: No

1. Reporting Line

The Head of Coordination Unit reports to the Head of Operations.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Coordination Unit, in accordance with the OPLAN and relevant planning documents;
- To oversee the mapping, assessment and review of bilateral and multilateral assistance in the areas covered by the Mission's mandate;
- To supervise the Mission's coordination activities with local, EU and international counterparts;
- In close liaison with the Chief of Staff office, to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication in the areas covered by the Mission's mandate and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To supervise the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational representatives if applicable;
- To supervise the Coordination Unit's input to the development and regular updating of the Mission Implementation Plan;
- To supervise the Coordination Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's operational activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To contribute to the induction of Mission's personnel as required;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To facilitate the interaction between the Mission members on one hand and bilateral and multilateral actors on the other, in their respective areas of expertise and activity;
- To support the Mission's contribution to the EU regional approach notably by providing information on the state of play of activities implemented by the international actors in support of the Malian ISF, through the Sahel Regional Action Coordination Adviser;
- To contribute to Mission's external reporting;
- To develop guidelines to ensure coherence and coordination of Mission's contacts with international actors.

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; **AND**

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum 3 years at management level.

5. Essential Knowledge, Skills and Abilities

- Knowledge of EU structures, in particular its funding instruments;
- Knowledge of international donors in the Security Sector Reform domain;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum B1 level (Independent User);
- English language skills: minimum B1 level (Independent User).

6. Desirable Qualifications and Experience

- Knowledge and experience of leading multi-thematic and multi-layered programmes related to Security Sector/RoL reform process;
- Experience in operational analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities

- Ability to engage with senior officials/governmental level decision makers.

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: MA 103	Location: Bamako	Availability: 09 June 2019
Component/Department/Unit: Chief of Staff/Political	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Political Adviser reports to the Chief of Staff, while working in direct support of the Head of Mission (HoM) and the Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the preparation of briefings and notes as requested;
- To prepare records of meetings attended;
- To draft (input to) regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To identify and report on lessons learned and best practices;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To advise the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of ongoing reforms, in order to ensure coherence between Mission's activities and wider SSR aspects;
- Act as alternate Mission spokesperson as requested;
- To accompany HoM to meetings, and to prepare records of the same.
- To cooperate with the Mission Analytical Capacity (MAC) and others to prepare consolidated information and overview of the local political and security landscape.

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 domains of Political Science, International Relations, Geopolitics, International Security, Law or other related fields; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues;
- French language skills: minimum C1 (Proficient User);
- English Language skills: minimum C1 (Proficient User).

6. Desirable Qualifications and Experience

- Experience with EU member state diplomatic services and/or other actors of the EU integrated approach abroad;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Analytical capability;
- Excellent interpersonal and communications skills.

Position Name: Executive and Document Management Assistant	Employment Regime: Seconded	
Ref. Number: MA 107	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff/ Document Management	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Executive and Document Management Assistant reports to the Chief of Staff, while working in direct support of the Head of Mission (HoM) and of the Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities

- To manage the calendar of the HoM and DHoM;
- To maintain records of official contacts and contact points with local authorities, governmental organisations, non-governmental organisations or other external counterparts with whom the HoM regularly interacts;
- To maintain regular contact with assistants/secretaries in all Components/Department and Offices, with a particular view to ensuring a good flow of information handling of correspondence between the Head of Mission Office and other Mission offices;
- To perform administrative and secretarial duties, draft letters, faxes and other requested documents and maintain filing systems;
- To receive and distribute, under the guidance of the Chief of Staff, all correspondence addressed to the Head of Mission to the appropriate departments and staff members;
- To coordinate and support, under the guidance of the Chief of Staff, the implementation plans and objectives of the Head of Mission Office;
- To follow up on all travel schedules for the HoM (and DHoM as required), including liaising with Administration for authorisation, entitlements and flight reservations, etc.;
- To ensure sufficient stocks of stationery materials are kept in the office for usage by all staff;
- To undertake any other related task as required by the Line manager(s).

3. Mission Specific Tasks and Responsibilities

- To manage the Head of Mission's front office and guide the work of the Head of Mission's local assistant/secretary;
- To maintain an updated overview of attendance, sick leave and annual leave of all staff in the Mission;
- To assist the HoM/DHoM in reviewing personal leave requests, expense claims etc. from all staff in the Mission before final approval;
- In close cooperation with the relevant document management officer with the security department, to manage the Mission's records and archives appropriate and effectively;
- In close cooperation with the relevant document management officer with the security department, to assist the Mission with preparation and management of various metrics/reports - perform document collection, archiving and filing of various records;
- In close cooperation with the relevant document management officer with the security department, to maintain office services by organising office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions;
- To register and distribute all official incoming and outgoing communications in the correspondence registration database;

- To assist in the identification, development and implementation of appropriate policies, procedures and guidelines and keep these up to date;
- To ensure secure destruction for "restricted" records authorised for destruction;
- To facilitate in the development of single centralised filing system and maintaining it to meet organisational requirements;
- To identify, develop and maintain effective relationships and networks with information, knowledge, records and archives management;
- To store arrange and index classified records;
- To research new technologies, automation and new soft- and hardware for archives and records unit;
- To ensure the security, integrity and optimal performance of the document management system;
- To conduct other administrative tasks as required by the Deputy Head of Mission.

4. Essential Qualifications and Experience

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education; **AND**
- After having fulfilled the education requirements, a minimum of 3 years of experience working as Personal Assistant, Private secretary or Executive assistant to a high level executive and in administration and archiving.

5. Essential Knowledge, Skills and Abilities

- Knowledge of protocol matters;
- Personal mastery skills (discretion, confidentiality, problem solving, flexibility, time management);
- Administrative skills (office management, event planning, project management);
- Understanding of application of records management practices including an understanding of computerised records management systems;
- Knowledge of contemporary archival and records management principles and practices;
- French language skills: minimum B2 (Independent User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience

- Professional training in project management;
- Executive assistant training/course or other related training/course.

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position: Head of Planning, Evaluation, Reporting and Analysis Unit	Employment Regime: Seconded	
Ref. Number: MA 108	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff/Planning, Evaluation, Reporting and Analysis Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Head of the Planning, Evaluation, Reporting and Analysis Unit reports to the Chief of Staff.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Unit, so as to produce the Mission's operational planning, reporting and analysis requirements, including, but not limited to, the Monthly Report, the Six-Monthly Report and Special Reports;
- In coordination with the Mission's Operational Department and its Project Unit, to ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including through benchmarking, analysis and evaluation of outcome;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To collect, collate and analyse the Mission's Lessons Identified/Learned;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To ensure that analysis is conducted with an integrated gender perspective, when required;
- To undertake any other related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To ensure the development of tailor-made assessment tools to evaluate the effectiveness of Mission activities in support of the Malian Internal Security Forces (Police, Gendarmerie and National Guard - ISF);
- To assess the effectiveness of advising, the training and the projects conducted by the Mission and provide support for the preparation of the future advising and training related activities and operations;
- To this purpose, to support the Mission's sustainability strategy with regards to all Mission's training operations including the training of trainers' concept and the coaching phase of the post-train the trainers' activities, in order to reinforce local ownership of the Malian ISF;
- To develop analytical indicators and tools in order to monitor, evaluate and assess current and future training outcomes, outputs and return on investment according to Kirkpatrick's model;
- To analyse and interpret the results and data, drafts reports based on lessons identified and provide suggestions for best practices.

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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields Political Sciences, International Relations, Law, Social Sciences, or Administration; **AND**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum of 3 years of experience at management/coordination level.

5. Essential Knowledge, Skills and Abilities

- Report compilation, drafting and editing skills;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position: Evaluation Officer	Employment Regime: Seconded	
Ref. Number: MA 110 MA 111	Location: Bamako	Availability: As soon as possible 02 June 2019
Component/Department/Unit: Chief of Staff/Planning, Evaluation Reporting and Analysis Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Evaluation Officer reports to the Head of the Planning, Evaluation, Reporting and Analysis Unit.

2. Main Tasks and Responsibilities

- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities and state of play on mandate implementation;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To support and contribute to the collection of the Mission's Lessons Learned observations;
- To prepare and give presentations;
- To undertake any other related tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **OR** equivalent and attested police or/and military education or training or an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position Name: Brussels Support Element (BSE) - Operations and Reporting Officer	Employment Regime: Seconded	
Ref. Number: MA 116	Location: Brussels	Availability: As soon as possible
Component/Department/Unit: Chief of Staff/BSE	Level of Security Clearance: EU Secret	Open to Contributing Third States: No

1. Reporting Line

The Brussels Support Element (BSE) - Operations and Reporting Officer reports to the Chief of Staff (CoS) but is embedded in the Civilian Planning and Conduct Capability (CPCC) in Brussels.

2. Main Tasks and Responsibilities

- To maintain close coordination between the Mission and the CPCC, as well as with other relevant EEAS/Commission services and EU Member States under the overall coordination of the relevant CPCC Desk;
- To provide analysis on the Mission's mandate implementation;
- To contribute to the reporting and to the drafting of reporting, planning and other documents related to the Mission;
- To support the organisation of CPCC visits to the Mission and Mission's visits to Brussels and capitals;
- To regularly visit the Mission in agreement with the CoS and CPCC;
- To actively support the relevant CPCC Operations' desks in their day-to-day work (contributing to briefings, reports, meetings, read-outs, notes etc.);
- To contribute to CPCC's presentations to Brussels-based working groups and other actors as appropriate;
- In coordination with the relevant CPCC desks, to liaise with relevant counterparts in the European Commission and the EEAS as appropriate;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other job related tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To closely follow developments in Mali, in particular those related to the Mission's mandate;
- To act as liaison between the Mission and CPCC on operational and mandate implementation aspects;
- To perform tasks related to press and public information in coordination with the Mission's Press and Public Information officer and the HR/VP press office.

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

5. Essential Knowledge, Skills and Abilities

- People management skills and capacity to deal with different levels of stakeholders;
- Attention to details;

- Analytical and reporting skills;
- Networking skills;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Excellent analytical, synthesis and drafting skills;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of international actors in the field of crisis management;
- Ability to develop and maintain effective work relationships with different national and cultural background with sensitivity and respect for diversity.

Seconded/Contracted

Position: Information Security Assistant	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Assistant Level (MSAL)
Ref. number: MA 11	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission/ Security	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Information Security Assistant reports to the Senior Mission Security Officer (SMSO) and closely cooperates with the CIS Office.

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 develop and to ensure application of relevant Standard Operating Procedures for secure information handling, and all other communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems - in accordance with the provisions of the Council Security Regulations;
- To liaise in conjunction with the SMSO, Head of CIS and with the European External Action Service (EEAS) Security Office for information security issues and especially in case of incidents;
- To provide input and assessment of existing and future IT infrastructure and application architecture from a security perspective;
- To assume responsibilities as the Crypto Custodian for the Mission, including:
 - Ensuring registration, protection and transfer of accountable security items (crypto devices, smartcard, keys, etc);
 - Informing immediately the EU Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise;
- To be the Mission focal point for information security compromise or suspicion of compromise;
- To report to the SMSO any IT security related incidents;
- To be the Mission focal point for Data Protection issues;
- To develop awareness with regard to IT security for the Mission staff;
- To verify periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements);
- To advise and monitor the vulnerability detection and remedial efforts and oversee vulnerability testing;
- To advise and monitor the institution's policies on anti-SPAM, anti-virus, anti-spyware, and other "malware" protection;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- N/A

4. Essential Qualifications and Experience

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education and professional technical school/college attested by diploma;

- After having fulfilled the education requirements, a minimum of 3 years of relevant professional experience, in the fields of Information Technology, Computer Science, Communications, Engineering or other related field.

5. Essential Knowledge, Skills and Abilities

- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Ability to work collaboratively with a broad range of constituencies;
- 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;
- Ability to analyse, and interpret general business periodicals, professional journals, technical procedures and Mission regulations;
- Experience in developing and administrating an information security program;
- Validated license for armoured car or civilian driving licence of category C;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program;
- Knowledge of EU information security standards and formal accreditation processes international experience, particularly in crisis areas with multi-national and international organisations;
- Technical knowledge of information technology and security issues.

Position: Armed Protection Operator	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Assistant Level (MSAL)
Ref. number: MA 26	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission/Security/ Armed Protection	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Armed Protection Operator reports to the Armed Protection Team Leader.

2. Main Tasks and Responsibilities

- To be responsible for operational Armed Protection (A/P) operations;
- To contribute to the armed protection security set up of the EUCAP Sahel Mali staff;
- To provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training, under the supervision of the team leader of the Armed Protection Team (APT);
- To carry out daily administration and operational planning for daily A/P activities;
- To provide comprehensive procedural documents with respect to A/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats.
- To aid in the development of Mission A/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- Authorised to carry and issued a personal weapon, used for purposes of self-defence.

4. Essential Qualifications and Experience

- Successful completion of the secondary education attested by a diploma, complemented by Police or Military training; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience, in the military, police or security field;
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving).

5. Essential Knowledge, Skills and Abilities

- Ability to operate a variety of communication systems;
- Ability to perform under stress and in difficult circumstances (hostile situation experience);
- Discreet, diplomatic and flexible;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Trained and certified in close protection techniques (theory and practice);
- Validated license for armoured car or civilian driving license of category C;
- 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.

Position: Medical Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. number: MA 29	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission/Security/Medical	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Medical Adviser reports to the Senior Medical Adviser.

2. Main Tasks and Responsibilities

- To assist and advise the Head of Mission and Senior Mission Security Officer on all medical/welfare matters;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To provide medical guidance to all staff members;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if EU staff members are in need of (advanced) medical treatment due to illness or an emergency in close cooperation with the medical practitioner in attendance;
- To monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member in close cooperation with all involved health care providers and the Mission's insurance company;
- To organise the use of available MEDEVAC capabilities (air and/or ground) inside or outside the areas of operation;
- To perform Medical Briefings and First Aid Training for all incoming Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation;
- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in General Medicine (Medical Doctor) **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 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. Bachelor's Degree. The qualification should be in Medicine; **AND**
- License to practise medicine (Physician) from a recognised Medical School;
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Extensive knowledge of emergency medicine;
- Knowledge of tropical medicines;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position Name: Legal Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted Mission Support - Management Level (MSML)
Ref. number: MA 104	Location: Bamako	Availability: ASAP
Component/Department/Unit: Chief of Staff/ Legal	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Legal Adviser reports to the Chief of Staff, while working also in direct support of the Head of Mission (HoM) and the Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities

- To provide advanced legal expertise and advice on legal issues pertaining to the Mission and its legal framework, status and mandate;
- To draft legal guidelines for the Mission in accordance with line management instructions;
- To exercise oversight in all legal aspects in the Mission, including but not limited to operational issues; local, Belgian and EU legislation; employment and other personnel management or other administrative and legal issues;
- To liaise with international and local stakeholders in legal issues;
- To draft assessments and recommendations for the line management in relation to internal disciplinary and administrative proceedings;
- To plan and carry out trainings related to legal issues;
- To provide advice on host country regulatory and other instruments, mechanisms and arrangements;
- To identify and report on lessons learned and best practices within the field of responsibility;
- To undertake any other related tasks requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- Supports the Mission in all matters related to contracts;
- Contributes to the development, implementation and periodical review of Standard Operational Procedures (SOPs) within his/her field of responsibility;
- Coordinates and liaises with other Components/Units of the Mission on issues where legal expertise is required;
- Contributes to induction and other training with regard to legal issues related to the Mission, its framework and mandate.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification must be in Law; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Understanding and experience of public international law, European law, labour law;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B2 (Independent User).

6. Desirable Qualifications and Experience

- Previous experience in working on both private and public sectors;
- Experience as a practising lawyer.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the jurisprudence in the host country;
- Previous experience in international litigation;
- Knowledge of the EU Financial Regulations including public procurement;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Travel Assistant	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level (MSAL)
Ref. number: MA 120	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff/ Mission Support/ Head of Mission Support/ Administration	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Travel Assistant reports to the Head of Mission Support.

2. Main Tasks and Responsibilities

- To manage the purchase of tickets and flight reservations, bookings and accommodation confirmations for the staff member's official travel;
- To ensure that the most effective travel connections are used;
- To provide the shortest and most economical access to destination and identify alternative routings if cost exceed established limits;
- To keep updated the travel activities records with regards to the procured air tickets and hotel bookings.
- To liaise with Finance Office on function's budget and obligations;
- To prepare the needed documentation for Procurement action for contracts to be managed by Administration Office;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare reports and analysis as required;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To assist staff members in the preparation of duty trips and authorised travels and to advise on the most effective travel arrangements;
- To liaise with airline representatives, travel agents and hotels for all booking and billing-related issues;
- To evaluate services provided by the airlines companies and travel agencies;
- To register all travel related documents and information in the database and to manage the duty trip/travel archive in an appropriate and effective manner;
- To contribute to the elaboration of Standard Operation Procedures;
- To contribute to the elaboration of Terms of Reference for Procurement Procedures.

4. Essential Qualifications and Experience

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education; **AND**
- After fulfilling the education requirements, a minimum of 3 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Ability to keep accurate and up-to-date records;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Reporting skills;

- Ability to pay close attention to detail so that work produced is reliable and accurate;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- Experience in professional travel planning within an Airline Company and/or Travel Agency;
- Administrative experience;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position Name: Financial Accounting Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 127	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff/ Mission Support/ Finance	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Financial Accounting Officer reports to the Head of Finance (HoF).

2. Main Tasks and Responsibilities

- To assist the Head of Finance in maintaining the accountancy operations of the Mission;
- To manage on a daily base with the assistance of the finance team the accounting, including general ledger, accounts payable, receivables, Mission claims, purchases, bank accounts, payroll, funds and petty cash;
- To Manage the Invoice registry;
- To check the proper use of Mission credit cards and follows up with the proper documentation for each transaction;
- To check calculations and follows up on the disbursement of salaries, daily allowances and other payables and deductibles;
- To ensure the periodic reporting of accounts;
- Assists in the compilation of financial reports for senior management and EU policy makers;
- To provide guidance and advice in finance-related issues to Mission departments, sections and units.
- To assist in the budget preparation and reallocation of funds as required, in the development of financial procedures and policies.
- To propose improvements to the system and tools for the management of commitments (budgetary and legal);
- To liaise and cooperates on financial issues with the EU Supervising Authorities and all other relevant actors (banks, local authorities) under the supervision of the Head of Finance;
- To identify risks and reports them under the Mission Annual Risk Management Plan;
- To follow up the reconciliation of bank statements with payroll and accounts;
- To devise new systems to improve the maintenance of accountants and financial documentation;
- To undertake any other related tasks 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 **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 accounting/finance.

5. Essential Knowledge, Skills and Abilities

- Knowledge of accounting software;
- Analytical, research and problem-solving skills;
- Proficiency in MS software, especially Excel;
- French language skills: minimum level A2 (Basic User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience

- University and/or Master's Degree in Accounting, Economics, Finance or specialised training/course in accounting/finance or other related fields;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Good working knowledge of NAVISION;
- Knowledge of EU financial regulations.

Position: Head of Unit for Communication and Information Systems	Employment Regime: Seconded/Contracted	Post Category for Contracted Mission Support Management Level (MSML)
Ref. number: MA 139	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff/ Mission Support/ CIS	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Head of Unit for Communication and Information Systems (CIS) reports to the Head of Mission Support.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the CIS Unit;
- To advise the Head of Mission Support on the development and implementation of CIS strategy, and on CIS operational matters affecting the Mission;
- To set the overall direction for technology for the Mission through strategic planning and developing multi-year work plans for the CIS Office in alignment with organisational technology needs;
- To establish and monitor the CIS Office budget to maintain operational capabilities and ensure a continuing evolution of technology implementation;
- To establish and maintain strategic service provider partnerships to provide best-in-class services to the Mission, and optimize costs of services through a mix of internal and external resources;
- To coordinate all information technology activities and services, including Service Management Services, Information Systems Services, Systems Administration Services, Network Services, Regional Support Services, and Communications in the Mission;
- To ensure the implementation and monitoring of information systems security measures to safeguard the Mission's critical data and systems from cyber threats;
- To manage contracts and vendor relations with regard to outsourced and procured goods and services, including hardware and software, network connectivity services, satellite communication services, internet services, telephony services, and expert consultancies and external support services;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks 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 Information Technology, Computer Science, Communications, Engineering or other related field; **AND**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Advanced knowledge and experience in the installation management and configuration of servers (Microsoft/Linux), workstations, firewalls, routers, switches and other network equipment(relevant certifications are an advantage);
- Knowledge and experience in communications hardware and software in the areas of VHF, UHF, HF, Satellite systems (Thuraya and Iridum), GSM, PBX, VoIP, VTC SIP services;
- Knowledge of information security;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Problem solving and analytical ability to analyse IT and communications issues;
- Experience in drafting procedures for the use and management of computer systems and networks;
- Experience in project management;
- Ability to mentor and motivate staff;
- French language skills: minimum level A2 (Basic User);
- English language skills: minimum level C1 (Proficient User).

6. Desirable Qualifications and Experience

- Experience in managing diverse technical teams of national and international specialists, e.g. communications, information systems, and information technology;
- System administrator with experience in a predominant Microsoft oriented environment;
- Network administrator familiar with MikroTik, Ubiquiti & Cisco hardware, in possession of relevant certified certificates of at least one of the mentioned vendors;
- Experience in the management and administration of Microsoft Sharepoint;
- Practical experience with server virtualisation tools;
- Certified training in industry best practices for IT service management (e.g. ITIL), IT governance (e.g. COBIT), and project management (PRINCE2, PMP);
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities

- Extensive knowledge of organisational technology needs and solutions, with proven ability to communicate to end-users as well as IT and communications special.