

Annex 1 – Requirements and Job Descriptions

01-2022 Extra-Ordinary Call for Contribution for the EUCAP Sahel Mali - Regional Advisory and Coordination Cell (RACC)

Organisation:	EUCAP Sahel Mali			
Job Location:	MALI Bamako, Mopti / Sévaré – MAURITANIA Nouakchott			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Availability:
	<u>Seconded</u> (5)			
	MA 003	Chief of Staff	Bamako	29/05/2022
	MA 051	Head of SSR	Bamako	ASAP
	MA 102	Mobile Unit Coordinator	Bamako	ASAP
	MA 112	Human Rights Adviser	Bamako	15/03/2022
	MA 116	Executive and Document Management Assistant	Bamako	ASAP
	<u>Seconded/Contracted</u> (1 position)			
MA 043	Senior Medical Adviser	Bamako	ASAP	
Deadline for applications:	07 02 2022 at 17:00 Brussels time			
How to Apply:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p style="margin-left: 20px;">a) You are already registered on Goalkeeper AND you have an EU Login:</p> <p style="margin-left: 40px;">https://goalkeeper.eeas.europa.eu/registrar/</p> <p style="margin-left: 20px;">b) You do not have a Goalkeeper account or an EU Login:</p> <p style="margin-left: 40px;">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p> <p>2) You do not have the nationality of an EU Member State: only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities</i></p>			

Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Norie RØNVED <u>cpcc-mali@eeas.europa.eu</u></p>
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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 Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For reasons of security, the Mission Members are obliged to live in restricted areas, where security responsibilities are born by the Mission.

While being a separate entity, the Regional Advisory and Coordination Cell (RACC) and its Internal Security and Defence Experts (ISDEs) are administratively attached to EUCAP Sahel Mali.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English or French language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty/Contract Period – Duration of the deployment should be 12 months for seconded positions, except for staff to the Mobile Unit, for which it should 6 months (seconded and contracted). For contracted positions the contract will run until 14 January 2022, with possible renewal for one year.

The Civilian Operations Commander requests that EU Member 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 – 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 and in its Area of Operation. Selected candidates shall undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the recruitment. To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

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 candidate should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions. Candidates are strongly advised to verify their compliance through the link available in the footer reference.

2. Knowledge

The candidates should have knowledge of the EU Institutions and of the mandate of EUCAP Sahel Mali and Regional Advisory and Coordination Cell (RACC), particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

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

Language Skills² – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are strongly advised to verify their proficiency through the link available in in the footer reference.

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

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 general conditions 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.

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.

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

Visas – EU Member States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries on 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 the European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for *the Area of Operation of the Mission*. Yellow fever vaccination is compulsory to be admitted to the country.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions take into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

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.

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU

policy and UNSCR1325 on Women, Peace and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when offering contributions at all levels.

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 video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing States will bear any related costs.

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

Information on the Outcome – EU Member 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 Missionwise, SAFE and BASE³ modules, which are designed for the delegations or equivalent, until a new platform is launched.

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

Data Protection – The EEAS, and its Directorate CPCC, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions may be subject to modification based on operational requirements and in line with the principles set out in the CONOPS Regionalisation Phase 2 as well as the Operational Plan (OPLANs) of EUCAP Sahel Mali.

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

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: MA 003	Location: Bamako	Availability: 29 May 2022
Component/Department/Unit: Chief of Staff	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Chief of Staff reports to the Head of Mission.

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 meetings with and on behalf of HoM;
- 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 ensure effective planning and coordination across organisational units on regular activities, including joint missions out of the capital.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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 B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (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.
- Previous relevant professional experience in Africa would be an asset.

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: Head of SSR Component	Employment Regime: Seconded	
Ref. Number: MA 051	Location: Bamako	Availability: ASAP
Component/Department/Unit: Operations Department/Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of **SSR Component** reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To manage properly the SSR Component and Members work, by emphasizing on team building and team working, transversal dialogue and overall comprehension of individual activities;
- To organise and plan the advising activities at both strategic and field levels with relevant advisers and other Mission members;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Strategic Advice;
- To ensure that the advisers' tasks and actions (including those related to justice and anti-corruption) are coherent with the ongoing plans or projects settled within the security sector reform process by the Malian or international counterparts.
- To coordinate, under the supervision of the Head of Operations, with the Head of Capacity Building Component, the Head of Partnership and Coordination Component and the Mobile Unit Coordinator on the common strategic aspects of the activities;
- To regularly control and evaluate the advisers' activity, , including those related to justice and anti-corruption, its full accordance with the OPLAN and its concrete impact on the Malian Internal Security Forces (National Police, Gendarmerie and National Guard – ISF) within the Mission's mandate and, if necessary, help them to gain efficiency;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the SSR Component in contacts with external interlocutors;
- To periodically evaluate, at the first level, the advisers;
- To identify lesson learned in the field of SSR and contribute to related work of the Evaluation Unit;
- To represent the Mission in meetings and events with Malian or international stakeholders related to ISF advising issues.
- To lead, direct and manage the work and staff of the SSR component so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;

- To oversee the SSR component's input to the development and regular updating of the Mission Implementation Plan (MIP) by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Component;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To oversee the SSR component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components if directed;
- To ensure that Mission staff members working in the Strategic Advice identify and report lessons and best practices within their respective fields of responsibility;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To ensure the mainstreaming of Human Rights and Gender aspects into the SSR Component's activities;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience, out of which a minimum of 5 years at management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate staff;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities: *N/A*

Position Name: Mobile Unit Coordinator (for Mali centre)	Employment Regime: Seconded	
Ref. Number: MA 102	Location: Mopti-Sévaré	Availability: ASAP
Component/Department/Unit: Operations Department/Mobile Unit	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mobile Unit Coordinator reports to the Head of Operations Department.

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);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Mobile Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Mobile Unit;
- To identify, manage and report the risks arising from the specific processes /systems / projects implemented under his/her responsibility.
- To manage and oversee the Mobile Unit, under supervision of EUCAP Sahel Mali's Head of Operations, under his reporting line, without prejudice to the Security and Duty of Care Chain of Command;
- To work in close cooperation with the Internal Security Forces (ISF), at local level, to ensure and provide advice and training to the Pôles Sécurisés de Développement et Gouvernance (PSDG) personnel, and to be the key interlocutor on public security matters;
- To advise the ISF PSDG Security Detachments personnel to develop and implement operating procedures for public security, improving their tools and methods, and assist them in re-organisation of services, while ensuring proper follow up;
- To assure the accompany of the ISF services/units work, involved in public security matters related to PSDG Security Detachments, ensuring that planning and execution of services are adequate;
- To support the development of public security policies and procedures for the ISF PSDG Security Detachments, ensuring they are carried on and updated or amended when necessary;

- To assist the ISF PSDG Security Detachments personnel in developing professional contacts and implementing coordination links for public security matters with all relevant services or counterparts;
- To coordinate work with others international actors and Technical Financial Partners (PTF).

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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, OR equivalent and attested police education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years of management or coordination experience.

5. Essential Knowledge, Skills and Abilities:

- Presentation and mediation skills;
- Ability to accompany and motivate local counterparts;
- Knowledge of Intelligence related matters;
- Innovative thinking;
- French language skills: minimum B1/B2 (Independent User);
- English language skills: minimum B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience of designing and delivering training;
- Experience in project management;
- Driving licence C;
- To carry an issued individual weapon, used for purposes of self-defence.

7. Desirable Knowledge, Skills and Abilities:

- Ability to multi-task with a time management efficiency and attention to details;
- Ability to interact with military counterparts

Position: Human Rights Adviser	Employment Regime: Seconded	
Ref. number: MA 112	Location: Bamako	Availability: 15/03/2022
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Human Rights Adviser reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for human rights matters;
- To advise on human rights mainstreaming throughout the Mission's activities in accordance with the Guidelines on Human Rights Mainstreaming and Human Rights Due Diligence
- In close coordination with the Mission's operational components, to advise on the promotion of human rights among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To direct capacity building efforts on human rights to increase human rights compliance of the host state authorities;
- To coordinate with the Trainer on Human Rights and Gender to train the members of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on principles of human rights and gender and their practical application in the day-to-day activities of the three forces as required
- To monitor and analyse the human rights situation in the host state and assess their impact on the activities of the Mission, including the situation of children's rights and children affected by armed conflict;
- To advise on the development and management of strategic communications with regards to human rights;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to Mission's reporting and information flow on human rights related aspects;
- To contribute to the induction training of Mission's staff members as required;
- To maintain contacts with key international stakeholders (including EUDEL, EUTM, MINUSMA) and local actors in the field of human rights, and to seek opportunities for enhanced coordination and cooperation regarding the Mission's activities related to human rights. This may involve participating in coordination mechanisms and working groups;
- To promote a human-rights based approach internally, in relation to the implementation of the Mission's mandate;
- To advise the Head of Mission on human rights due diligence measures in accordance with the Guidelines on Human Rights Mainstreaming and Human Rights Due Diligence;
- To work closely together with the Mission's Gender and Human Rights advisers and experts to ensure coordination of the crosscutting Human Rights and gender related issues.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications Experience:

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

AND

- A minimum of 5 years of relevant professional experience in human rights and human rights mainstreaming issues and tools, particularly in a post-conflict environment/SSR process, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Good understanding of human rights legislation and human rights protection systems;
- Thorough knowledge of human rights mainstreaming issues and tools, particularly in a post-conflict environment/SSR process;
- Drafting and reporting skills;
- Understanding and sensitivity to the basic principles of human rights legislation and inter-group relations;
- A solid understanding of the role of the civil society;
- Analytical skills and strategic and creative thinking;
- Ability to work independently with minimum supervision;
- Knowledge of human rights investigation and conciliation techniques;
- Ability to establish and maintain relationships with a broad range of people and organisations to understand needs and gain support;
- Proactive in developing strategies to accomplish objectives;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications Experience:

- Familiarity with human rights-based approach (HRBA) and ability to apply this conceptual framework;
- Experience of conducting training in the area of human rights, to a police service or to other security or justice institutions/organisations;
- Experience of work in the field of human rights in an international setting, preferably in a conflict, or post-conflict, setting;
- Experience in developing projects;
- A previous relevant professional experience in Africa would be an asset.

7. Desirable Knowledge, Skills and Abilities: N/A

Position Name: Executive and Document Management Assistant	Employment Regime: Seconded	
Ref. Number: MA 116	Location: Bamako	Availability: ASAP
Component/Department/Unit: Chief of Staff	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 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.

3. General Tasks and Responsibilities

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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 level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (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: Senior Medical Adviser	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. number: MA 043	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Security and Duty of Care Department / Medical Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Senior Medical Adviser reports to the Senior Mission Security Officer

2. Main Tasks and Responsibilities:

- To work from any of the Mission operating bases;
- To assist and advise the Head of Mission (HoM) and the Senior Mission Security Officer on all medical/welfare matters;
- To act as a focal point for the Mission Critical Incident Staff Assistance/Peer support programme and psychosocial/welfare matters.
- To plan, analyse, design and maintain a program to implement all aspects of the medical needs of the Mission;
- 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 develop, organise and monitor the provision of primary care and first aid to the Mission personnel in close coordination with regional health care providers and within means and capabilities;
- To carry out and organize the medical consultation activity for the benefit of the members of the mission;
- To accompany the Mission's Mobile Units and provide the necessary assistance and medical support during the regional and local missions;
- To provide medical guidance and counselling to all staff members either present at HQ or elsewhere in theatre;
- To coordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission;
- 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 responsible medical staff in attendance;
- To coordinate and 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 coordinate 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 implement all aspects of medical needs of the Mission after formal approval by the HoM and the Senior Mission Security Officer;
- To be integrated in all operational planning and maintain a detailed understanding of both current and future plans;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the HNS and others and regularly issue an updated list of available MTF in the areas of operation;
- To coordinate and monitor the regularly update medical emergency plans in coordination with all relevant elements of Mission, international, civilian and military organisations in the areas of operation;
- To be a permanent member of the security management team
- To undertake any other job related tasks as requested by the Line Managers.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks.
- To perform any other tasks assigned by the line manager.
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4. Essential Qualifications and Experience

- Successful completion of university studies in medicine of at least 6 years attested by a diploma of Doctor in Medicine - OR a qualification in the National Qualification Framework which is equivalent to level 7 in the European Qualifications Framework OR the second cycle under the framework of qualifications of the European Higher Education Area
- A minimum of 8 years relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care or equivalent, out of which 3 years at management level or in the field of medical planning and administrative procedures, after fulfilling the educational requirements;
- Provide a "Certificate of Good Standing / Current Professional Status" or equivalent issued by a competent national authority.
- Have a valid license to practice medicine as a Doctor of Medicine issued by a competent national authorities

5. Essential Knowledge, Skills and Abilities

- Knowledge and work experience in General Medicine and/or Intensive Care and/or Emergency Medicine/Trauma Medicine;
- Highly resilient and willing to work extra hours when required;
- Experience in assessing medical facilities;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Experience in organizing and conducting MEDEVAC operations;
- Major Incident Medical Management and Support (MIMMS) provider course;
- Advanced Trauma Life Support (ATLS) provider course;
- Prehospital Life Support (PHTLS) provider course;
- Advanced Cardiac Life Support (ACLS/AHA) or Advanced Life Support (ALS/ERC) provider or instructor course;
- Knowledge of tropical medicine;
- Experience in delivering medical training in emergency medicine, trauma and health care;
- Experience in drafting Standing Operational Procedures and medical planning documents;
- Experience in planning and implementing projects;
- International experience, particularly in crisis areas with multi-national and international organisations.