

ANNEX 1 – REQUIREMENTS AND JOB DESCRIPTIONS

<p>01-2023 Extraordinary Call for Contribution for the EUCAP Sahel Mali</p>
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Organisation:	EUCAP Sahel Mali			
Job Location:	MALI Bamako			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Availability
	<u>Seconded</u> (11 positions)			
	MA 046	Head of Security Sector Reform (SSR) Component	Bamako	ASAP
	MA 049	Coordinator for MSPC/ISF	Bamako	ASAP
	MA 052	Senior Ministerial Adviser on Human Resources	Bamako	ASAP
	MA 056	Senior Internal Security Forces Adviser-Gendarmerie	Bamako	ASAP
	MA 075	Trainer on Professional Intervention	Bamako	ASAP
	MA 081	Trainer on Risk and Crisis Management	Bamako	ASAP
	MA 087	Training of Trainers Officer	Bamako	ASAP
	MA 095	Press and Public Information Officer	Bamako	ASAP
	MA 098	Mission Analytical Capability (MAC) Analyst/Core Responsiveness Capacity (CRC) Member	Bamako	ASAP
	MA 099	Mission Analytical Capability (MAC) Analyst*	Bamako	ASAP*
	MA 109	Head of Projects	Bamako	31/07/23
	<i>(*) Pending the decision on the incumbent's end of Mission date</i>			
	<u>Seconded/Contracted</u> (6 positions)			
	MA 007	Head of Human Resources	Bamako	ASAP
	MA 047	Deputy Head SSR Component Senior Inter-Ministerial Adviser	Bamako	ASAP
	MA 069	Deputy Head of Capacity Building Component/Trainers Team Leader	Bamako	ASAP
MA 091	Legal Adviser	Bamako	ASAP	
MA 110	Project Contracts Management Officer	Bamako	ASAP	
MA 111	Project Works and Services Officer	Bamako	ASAP	

Deadline for applications:	Friday 21 July 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: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/ b) You do not have a Goalkeeper account or an EU Login: 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 cpcc-mali@eeas.europa.eu</p>

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. Strict Priority 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. For contracted positions the contract will run until 14 January 2024, 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 – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality, and self-discipline within the Mission. Selected 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 – 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 – 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.

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. Physical and Mental Health – 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 should 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 requirement.

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 States/country of residence.

2. Education and Training

Candidates should have a recognized qualification under the European Qualifications

Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are strongly advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors- page>.

3. Knowledge

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).

4. Skills and abilities

Language Skills – Candidates must have the understanding, speaking, and writing 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 following link: <https://europa.eu/europass/en/common-european-framework-reference>.

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

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

Digital Skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are strongly advised to verify their proficiency through the following link: <https://digital- strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

Driving Skills – 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 – 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 Security Sector Reform - Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

Training and Experience – 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 – 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 will take 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 candidates, 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 UNSCR 1325 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.

Application Form – Applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated Application Form returned in word format.

Selection Process – 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. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

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 Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learnings>.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

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.

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

SECONDED POSITIONS

Position: Head of SSR Component	Employment Regime: Seconded	
Ref. Number: MA 046	Location: Bamako	Availability: As soon as possible
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 properly manage the SSR Component and Members' work, by emphasizing on team building and teamwork, 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 direction from Mission management and to issue clear instructions to the members of the SSR Component;
- To periodically evaluate the advisers at the first level;
- 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, 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 Mission Implementation Plan (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; represent the Mission, in meetings and events related to ISF advising issues, with Malian or international stakeholders; to act, as appropriate, as the representative of the SSR Component in contacts with external interlocutors;
- To oversee the SSR component's input to the development and regular updating of the 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 work in close cooperation with the other Mission Components, if directed;
- To ensure that Mission staff members working in the SSR Component identify and report lessons and best practices within their respective fields of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility and ensure due diligence;

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's 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 Reform and Rule of Law strengthening.

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

Position Name: Coordinator for MSPC/ISF	Employment Regime: Seconded	
Ref. Number: MA 049	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/SSR Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Coordinator for MSPC/ISF reports to the Head of Security Sector Reform (SSR).

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) on the strategic and operational level;
- To map and assess the needs of the Ministry of Security and Civil Protection (MSPC);
- To establish strong links with representatives of the Security Forces actors inside the MSPC;
- To support the MSPC to develop a coordination framework of the Ministerial General Directorates in charge of the Security;
- To establish working relationships with the different international technical partners inside the MSPC;
- To facilitate the improvement of coordination between Malian Internal Security Forces (ISF) and MSPC;
- To facilitate cooperation between the strategic and operational levels;
- In absence of the Senior Ministerial Adviser MSPC, to provide the Minister with information on the Mission and with key messages from the HoM;
- To organise meetings between the Mission's Heads of Units in charge of ISF's objectives and the Malian partners at the MSPC;
- To contribute to enhance mutual transparency and confidence between the Mission and the Malian Security Forces;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To ensure compliance with instruction/direction from Mission management;
- To register and archive documents in accordance with the Mission Document Management;
- To promote and facilitate the integration of Human Rights principles and standards within the functioning of ISF and MSPC;
- To advise on the promotion of gender equality and gender responsive policy among relevant authorities in order to ensure that these aspects are integrated while being consistent with Mission's mandate.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
 - To contribute and ensure timely reporting on activities within the respective area of responsibility;
 - To take account of gender equality and human rights aspects in the execution of tasks;
4. To undertake any other related tasks as requested by the Line Manager(s). Essential Qualifications and Experience:
- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
 - A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Ability to engage with senior officials;
- Ability to work in a multi-cultural environment with sensitivity and respect for diversity;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience of operations/missions and/or cooperation in Africa;
- Experience of international organisations and/or multinational operations;
- Experience in the EU and CFSP/CSDP.

7. Desirable Knowledge, Skills and Abilities:

- French language skills level: C1 (Proficient User);
- Highly resilient under pressure and working time constraints.

Position Name: Senior Ministerial Adviser on Human Resources	Employment Regime: Seconded	
Ref. Number: MA 052	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Ministerial Adviser on Human Resources reports to the Head of Security Sector Reform Component.

2. Main Tasks and Responsibilities:

- To support the development of an efficient human resources management policy, leading to the validation and implementation of legislative and regulatory texts pending with the competent Ministries;
- To support the development of a human resources (HR) action plan and a reference for professions / qualifications and ensure their consolidation in legislative and regulatory texts;
- To support the design, deployment and implementation of human resources management systems, leading to the registration of all Internal Security Forces (ISF) personnel administered by the competent Ministries;
- To manage meetings and/working groups of representatives from different institutions and organisations;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To ensure compliance with instructions/directions from Mission management;
- 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 identify and report on lessons learnt and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Knowledge of human resources policy development and implementation for law enforcement institutions;
- Ability to mentor and motivate local counterparts;
- Experience in engaging with senior officials/ governmental level decision makers;
- Teamwork capabilities;
- Time management skills;
- Problem solving skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Experience of designing and delivering training;
- Experience in project management;

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: Senior Internal Security Forces Adviser - Gendarmerie	Employment Regime: Seconded	
Ref. Number: MA 056	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Internal Security Forces Adviser - Gendarmerie reports to the Head of Security Sector Reform Component.

2. Main Tasks and Responsibilities:

- To be the key interlocutor for the Malian National Gendarmerie at the level of the General Staff and the different directions, with a key focus on the direction of personnel, finances and logistics and the internal inspection service;
- In collaboration with the Mission’s Senior Ministerial Adviser on Human Resources, support the drafting of a human resources (HR) action plan
- Ensure that a reference for professions/qualifications is drawn up for the National Gendarmerie, and ensure their consolidation in legislative and regulatory texts with an eye to mainstreaming gender equality and human rights considerations;
- In collaboration with the EUCAP Mission’s Senior Ministerial Adviser on Human Resources, support the development of an efficient human resources management policy in the National Gendarmerie.
- Support the registration of all National Gendarmerie personnel in the relevant HR and Logistics management systems;
- Support the National Gendarmerie in use of their integrated HR and Logistics databases, both at the central level and in the regions;
- Identify gaps in existing legislative and regulatory texts relating to the logistics management of the National Gendarmerie;
- In collaboration with the Senior Ministerial Adviser on Logistics, organise workshops and seminars on logistics related issues with Malian and international partners to jointly analyse and identify gaps and needs, as well as appropriate responses;
- Jointly with other relevant advisers and trainers, identify training and advising needs of the National Gendarmerie, as well as needs related to materials and infrastructures. Translate these needs into joint action plans;
- Support the National Gendarmerie in its deployment.
- To advise, support and accompany the internal inspection service of the National Gendarmerie through the development of a functional and transparent inspection policy, respecting the triptych “control, audit and investigation”;
- To establish and maintain necessary contacts with counterparts and institutions involved in SSR reform of the National Gendarmerie.

- 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 situation 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 ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Mission Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 6 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of Human Resources management in a law enforcement environment;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience as Senior Law Enforcement Officer, preferably leading an operational unit or a Human Resources 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 accompany and motivate local counterparts;

- Knowledge of Internal Inspection management in a law enforcement environment;
- Mediation skills;
- Analytical thinking and active listening;
- Comprehensive drafting and reporting skills;
- Complex problem solving skills;
- Time management skills;
- Innovative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and quality management skills.

Position Name: Trainer on Professional Intervention	Employment Regime: Seconded	
Ref. Number: MA 075	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/Capacity Building	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Trainer on Professional Intervention reports to the Deputy Head of Capacity Building Component / Trainers' Team Leader.

2. Main Tasks and Responsibilities

- To train the members of the Malian Internal Security Forces (ISF) - National Gendarmerie, National Guard and National Police - on professional intervention related tasks, using lessons learned and actual cases;
- To help the Malian ISF to identify their needs in terms of professional intervention;
- To train the (future) Malian ISF trainers in professional intervention (train the trainers);
- To train and provide tactical and operational advice to the Malian ISF unit leaders;
- To help the Malian ISF to elaborate Standard Operation Procedures, especially related to large scale and multi-disciplinary operations;
- To coordinate with other actions undertaken by international stakeholders.
- To support Malian authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Deputy Head of Capacity Building Component/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 prepare, chair and/or take part in briefings related to trainings with other Mission's Components;
- 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).
- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions;
- To identify required reforms and support to be provided by the Mission, including advice/mentoring and/or direct training;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with Civilian Planning and Conduct Capability (CPCC) guidelines and Mission priorities.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in managing, coordinating and conducting interactive training and/or adult learning programmes including programme planning, design, implementation, management, monitoring and evaluation;
- Ability to plan, multitask and manage time effectively
- Mediation skills;
- Ability to accompany and motivate local counterparts;
- Knowledge of Professional Intervention related matters;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User);

6. Desirable Qualifications and Experience:

- Attested professional intervention education or training and a rank equivalent to at least NATO Military Rank OR-7 and a minimum of 8 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement.
- Professional training qualification/certification from recognised institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Experience with Management/Leadership training design, methods and delivery;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in project management;

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and teamwork skills;



- Organisational, analytical and administrative skills;
- Attention to details.

Position Name: Trainer on Risk and Crisis Management	Employment Regime: Seconded	
Ref. Number: MA 081	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer on Risk and Crisis Management reports to the Deputy Head of Capacity Building Component/Trainers Team Leader.

2. Main Tasks and Responsibilities

- To assess, identify and evaluate, in close coordination with the relevant advisers and the Malian counterparts, any requirements, gaps, needs and/or priorities on “Risk and Crisis Management” matters, with reference to terrorism, natural disasters, evacuations, epidemics, pandemics and quarantine, mass fatality events and any other threat;
- To assist – through training and accompanying actions – the relevant advisers in supporting the development/strengthen of specific services/units within the Malian Internal Security Forces (ISF), capable of effectively plan, mitigate and respond to a crisis and its subsequent consequences;
- To develop, in close coordination with the relevant advisers, a training’s curricula in the field of “Risk and Crisis Management”;
- To design and deliver specific training modules on “Risk and Crisis Management” matters, through a variety of training approaches including traditional classroom, programmed learning, hands-on, simulation and computer aided training
- To contribute to the training of (future) Mali ISF trainers in “Risk and Crisis Management” (train the trainers);
- To interact, under the Team Leader authority, with the relevant international stakeholders for “Risk and Crisis Management”.
- To support Malian authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Deputy Head of Capacity Building Component/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 inputs to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with Civilian Planning and

Conduct Capability (CPCC) guidelines and Mission priorities.

- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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.

5. Essential Knowledge, Skills and Abilities

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in managing, coordinating and conducting interactive training and/or adult learning programmes including programme planning, design, implementation, management, monitoring and evaluation;
- Ability to plan, multitask and manage time effectively;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Experience in national/international training units/programmes for law enforcement.
- Professional training qualification/certification from recognised institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Experience with Management/Leadership training design, methods and delivery;
- Subject matter expertise in risk and crisis management at tactical/strategical level;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Excellent interpersonal and teamwork skills;
- Organisational, analytical and administrative skills;

Position Name: Training of Trainers Officer	Employment Regime: Seconded	
Ref. Number: MA 087	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Training of Trainers Officer reports to the Deputy Head of Capacity Building Component/Trainers Team Leader.

2. Main Tasks and Responsibilities

- To support Malian authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Deputy Head of Capacity Building Component/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 (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP, related training plan and agreed external training curricula;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with Civilian Planning and Conduct Capability (CPCC) guidelines and Mission priorities;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To train the members of the Malian Internal Security Forces (Gendarmerie, National Guard and National Police - ISF) on principles of train the trainers, using lessons learnt and actual cases.
- To help identify the Malian ISF needs to train their trainers;
- To train the (future) Malian ISF trainers;
- To train and provide tactical and operational advice to the Malian ISF trainers;
- To contribute to the review or elaboration of normative texts on Trainers curricula by the Malian ISF;
- To coordinate with other actions already undertaken by international stakeholders.

3. General Tasks and Responsibilities

- To identify and report on lessons learnt and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 fulfilling the education requirements a minimum of 4 years of relevant professional experience,

5. Essential Knowledge, Skills and Abilities

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in managing, coordinating and conducting interactive training and/or adult learning programmes including programme planning, design, implementation, management, monitoring and evaluation;
- Ability to plan, multi-task and manage time effectively;
- 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 the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Professional Qualification/Certification as Trainer of trainers;
- Experience in designing and delivering training to trainers;
- A minimum of 5 years of experience as trainer of trainers with at least 2 years in law enforcement institutions;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support Malian reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Excellent interpersonal and teamwork skills;
- Organisational, analytical and administrative skills.

Position Name: Press and Public Information Officer	Employment Regime: Seconded	
Ref. Number: MA 095	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff Office/Press and Public Information	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Press and Public Information Officer (PPIO) 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 contribute to the implementation of the Mission Strategic Communications Plan;
- To draft, update and implement the Communication Strategy and annual communication plans of the Mission;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To produce communications material as well as social media content (including video productions and publicity campaigns) for different communication channels of the Mission;
- To organise contract/tender/designs for Mission visibility items, media products and publicity campaigns and to manage the Press and Public Information budget, procurement processes;
- To be the focal point for press and public information work;
- To lead and manage the work and staff of the Press and Public Information Office;
- To act as the Mission's spokesperson if required and to communicate the work of the Mission to the public;
- To organise and conduct press conferences, briefings, seminars, media events and journalist visits;
- To cover the media aspects of high-level visits and to cover external high-level meetings with Malian officials and international counterparts, as required;
- To monitor local and international media and draft regular media summaries;
- To monitor disinformation against the interests of the Mission in close cooperation with the Mission Analytical Capability, Security and CIS;
- To provide strategic and operational guidance and advise to the Mission management and relevant staff members on internal and external communications/lines to take;
- To regularly monitor and analyse the impact and the effectiveness of the Mission's communication and public outreach activities;
- To coordinate communication activities with the press offices of other EU actors in Mali, and with other international partners as required;
- To liaise closely with the CPCC Strategic Communications;
- To contribute to the training of Mission personnel as required;

3. General Tasks and Responsibilities

- To identify and report on lessons learnt and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education and training or an award of an equivalent rank. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social Sciences or other related field;

AND

A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills;
- Proven experience in developing and implementing strategic communication;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Knowledge and practical experience of formulating and implementing communication strategies;
- Analytical skills and experience on analysing and developing the performance of public information activities, including social media;
- Experience in the field of institutional communication;
- Experience in conducting media and outreach campaigns;
- International experience, particularly in crisis areas with multi-national and international organisations, or crisis management missions.

7. Desirable Knowledge, Skills and Abilities

- Political sensitivity and ability to handle sensitive matters
- Knowledge of disinformation
- Knowledge about the local press and media environment
- Networking skills

Position Name: Mission Analytical Capability (MAC) Analyst / Core Responsiveness Capacity (CRC) Member	Employment Regime: Seconded	
Ref. Number: MA 098	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission and is administratively line managed by the Chief of Staff.

This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Mission Analytical Capability (MAC) concept;
- To establish where required and as directed by the Head of Mission liaison arrangements with relevant counterparts;
- To provide input and draft Mission reports, including special reports;
- To disseminate MAC products internally and/or externally as directed by the Head of Mission and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To be the focal point for the risk management work of the Mission and to draft risk analyses in coordination with the Operations department and Project unit.
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
- To act upon the Head of Mission information and analysis requirements;
- To help if so directed with analysis related to hybrid threats including disinformation and/or other theatre-specific emerging challenges;
- To identify the specific dynamics and actors linked to the situation of the Area of Operation and contributing to the security situation in Mali;
- To analyse changes on the ground, including political, security and socioeconomic developments, and their possible impact on mandate implementation;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the area of operation and against the Mission, the host nation and EU interests, and to further develop the Missions' 'early warning' capacity on hybrid and other threats, in coordination with relevant actors in the Mission;
- To manage Mission interaction with EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity including the Hybrid Fusion Cell.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

Core Responsiveness Capacity Tasks and Responsibilities:

Members of the Core Responsiveness Capacity, when requested and approved by the Civilian Operations Commander, are expected to:

- participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- support larger up/down scaling of missions, or refocusing of mandates;
- participate in liquidation and closures of missions;
- act as a floater under the Exchange of staff policy;
- participate in the specific Core Responsiveness Capacity trainings and exercises;
- undertake any other tasks related to the Core Responsiveness Capacity as required.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirement

5. Essential Knowledge, Skills and Abilities:

- Handling, processing, analysis and presentation of information from various sources;
- Analytical skills and knowledge of information collection;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills; Writing and reporting skills;
- 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 any of the fields of Political Science, International Relations, or other related fields;
- Experience in use of analytical IT packages and processes;
- Successful completion open-source intelligence courses;
- Analytical experience gained through work for a governmental agency or similar;
- Experience in analysing hybrid threats and other emerging threats;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Knowledge of the regional context.

Position Name: Mission Analytical Capability (MAC) Analyst *	Employment Regime: Seconded	
Ref. Number: MA 099	Location: Bamako	Availability: As soon as possible (*)
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

(*) Pending the decision on the incumbent's end of Mission date

1. Reporting Line

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Mission Analytical Capability (MAC) concept;
- To establish where required and as directed by the Head of Mission liaison arrangements with relevant counterparts;
- To provide input and draft Mission reports, including special reports;
- To disseminate MAC products internally and/or externally as directed by the Head of Mission and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To be the focal point for the risk management work of the Mission and to draft risk analyses in coordination with the Operations department and Project unit.
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
- To act upon the Head of Mission information and analysis requirements;
- To help if so directed with analysis related to hybrid threats including disinformation and/or other theatre-specific emerging challenges;
- To identify the specific dynamics and actors linked to the situation of the Area of Operation and contributing to the security situation in Mali;
- To analyse changes on the ground, including political, security and socioeconomic developments, and their possible impact on mandate implementation;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the area of operation and against the Mission, the host nation and EU interests, and to further develop the Missions' 'early warning' capacity on hybrid and other threats, in coordination with relevant actors in the Mission;
- To manage Mission interaction with EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity including the Hybrid Fusion Cell.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirement.

5. Essential Knowledge, Skills and Abilities:

- Handling, processing, analysis and presentation of information from various sources;
- Analytical skills and knowledge of information collection;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills; Writing and reporting skills;
- 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 any of the fields of Political Science, International Relations, or other related fields;
- Experience in use of analytical IT packages and processes;
- Successful completion open-source intelligence courses;
- Analytical experience gained through work for a governmental agency or similar;
- Experience in analysing hybrid threats and other emerging threats;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Knowledge of the regional context.

Position Name: Head of Projects	Employment Regime: Seconded	
Ref. Number: MA 109	Location: Bamako	Availability: 31/07/2023
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of Projects reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Project Section in accordance with the Mission's Operation Plan (OPLAN) and relevant planning documents;
- To ensure project proposals are coordinated within the Mission and external stakeholders;
- To support and facilitate the Mission's operational elements and managers in project planning/development and coordinate the implementation of the Mission projects with other stakeholders;
- To assess project proposals and make recommendations on feasibility, risks and sustainability of projects in cooperation with the Finance Unit, operational elements and Heads of Unit;
- To establish and maintain contacts with International Organisations and Non-Governmental Organisations to identify potential project partners and funding together with the Mission Coordination and Cooperation Capability, as applicable;
- To assist the Mission's operational component and other relevant units in project planning and development and ensure the implementation of the Mission's projects.
- To develop the mission project database and maintain the Mission project history and ongoing activities record;
- To conduct post project reporting and contribute to project evaluations;
- To ensure transparency and compliance with EU rules and regulations;
- To develop and maintain project management procedures;
- To identify, manage and report risks or incidents arising from the implementation of processes, systems, and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Project management skills;
- 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 planning, implementation and evaluation of projects;
- Project management qualification, such as APM, PPM, PRINCE2, PM² or equivalent.
- International experience, particularly in crisis areas with multinational and international organizations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge in Security Sector/Rule of Law reform;
- Knowledge of EU Procedures and Financial Regulations.

SECONDED/CONTRACTED POSITIONS

Position Name: Head of Human Resources	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: MA 007	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission/Human Resources Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Human Resources reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Human Resources Section;
- To implement all Council/Commission/Civilian Planning and Conduct Capability (CPCC) legislation and instructions, set up and implement relevant Mission internal strategies, policies and procedures accordingly;
- To ensure effective and transparent Human Resources planning and recruitment in accordance with the CPCC Instruction on Selection Procedures;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To coordinate and communicate with the CPCC, the EU Commission (FPI) and the Brussels Support Element Human Resources and Liaison Officer on all relevant Human Resources issues;
- To support and advise the Mission management at operational and strategic levels to implement the Mission mandate;
- To support and advice the Mission management on issues relating to staff well-being;
- To work with department and unit managers on capacity building and recommend and plan for capacity building of Mission staff to ensure that the Mission has a strategy for skills building in key areas;
- To support Mission management in reaching out to member-states to achieve higher contribution rates;
- To participate in the Senior Management Team and provide advice on all HR- relevant matters;
- To ensure an effective and efficient Human Resources administration process, utilise the centralized IT tools Goalkeeper Registrar and Civilian Missions Application (CiMA) (HR database) in accordance with CPCC procedures;
- To ensure Line Managers receive advice and support on Human Resources matters;
- To ensure effective training activities for Mission Members;
- To act as a key interlocutor with Mission Members and their representatives, National Contingent Leaders/National Points of Contact and senior management, on personnel issues;
- To plan and develop Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CPCC;
- To identify, manage and report the risks arising from processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;

- To raise awareness of staff on their rights, obligations and appropriate standards of behavior, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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**
- A minimum of 6 years of human resources management working experience, out of which a minimum of 2 years of experience at coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- People management skills and capacity to deal with different levels of stakeholders;
- Ability to adapt new and emerging technologies to address business operational needs;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in Human Resources management, leadership or management and/or an international certification in Human Resources management;
- Knowledge and/or experience in strategic management and/or public administration;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position Name: Deputy Head SSR Component Senior Inter-Ministerial Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: MA 047	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Deputy Head SSR Component Senior Inter-ministerial Adviser reports to the Head of the Security Sector Reform (SSR) Component.

2. Main Tasks and Responsibilities:

- To support the Head of Component in leading, managing and coordinating the work and staff in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To deputise in the absence of the Head of Component;
- To contribute to the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To coordinate with other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.
- 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 Security Sector Reform Component in relation to the Mission's core mandate at relevant governmental level;
- To be the Mission's key interlocutor in the field of implementation of the National Security Sector Reform 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 Office;
- To contribute to assessing the inter-ministerial and interagency coordination requirements in the field of national security strategies and advise the Malian authorities accordingly;
- 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 collect and collate statistics about the workload/performance of 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;

3. General Tasks and Responsibilities:

- To identify and report on lessons learnt and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at coordination/management level.

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 exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Experience as Senior Law Enforcement Officer;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).



6. Desirable Qualifications and Experience:

- Knowledge of Security Sector Reform process, Human Resources and Internal Inspection management in law enforcement;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in leading and coordinating international efforts to support Malian 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: Deputy Head of Capacity Building Component/Trainers Team Leader	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: MA 069	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Deputy Head of Capacity Building Component/Trainers Team Leader reports to the Head of the Capacity Building Component.

2. Main Tasks and Responsibilities

- To provide support and advice to the Malian authorities in the area of national training strategy/policies/capacities as well as the provision of direct training by the Mission;
- To ensure that the Mission's trainers have the necessary equipment to deliver the training activities in their respective area of responsibility;
- To regularly control and evaluate the trainers' performances during the training sessions and, if necessary, help them to increase their effectiveness and efficiency;
- To promote and ensure an effective exchange of information between the trainers and the advisers, in order to continually adapt the training programs to the real needs of the Malian Internal Security Forces (ISF);
- To supervise the Component's input to the development and regular update of the Mission Implementation Plan (MIP) by supporting the identification of Mission's operational requirements in the field of training as the situation evolves, as well as the design of Mission's training related activities in support of tasks and objectives defined in its mandate;
- To lead, manage and control the trainers;
- To assess the work of the trainers, including training planning, curricula development, training provision, data collection, etc.;
- To supervise the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To work in close cooperation with the other Mission's Units and Departments and with the other International Organizations and Stakeholders involved in the training activities in support of the Malian ISF (if required);
- To ensure that Mission staff members of the Component contribute to identify and report lessons and best practices within their area of responsibility;
- To support the Head of Component in leading, managing and coordinating the work and staff in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To deputise in the absence of the Head of Component;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To coordinate with other Mission Components and horizontal advisers;

- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience at management level;

5. Essential Knowledge, Skills and Abilities

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Presentation skills;
- Organisational skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- 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 design and delivery of training programs, policies, procedures and instructions.
- Experience in national training units/programmes for law enforcement/Rule of Law agencies;
- Experience in international efforts to support Malian reforms in the area of Security Sector/Rule of Law;



- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting;
- Understanding of strategic and operational considerations;
- International 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 091	Location: Bamako	Availability: As soon as possible
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 Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities

- To provide legal expertise and advice to Mission management pertaining to the Mission and its legal framework, status and mandate;
- To exercise oversight in all legal aspects of Mission operations, including contracts related to legal or financial issues, contracts of employment and other administrative legal issues;
- To liaise with international and local stakeholders on legal issues;
- To coordinate and cooperate with Civilian Planning and Conduct Capability and the European Commission Foreign Policy Instruments on legal matters;
- To advise the Head of Mission and Head of Mission Support on the legal aspects of contracts related to the Mission premises, communications, IT, procurement including purchase agreements, service agreements, lease agreements, administrative arrangements, Memorandums of Understandings and special service agreements;
- To advise the Chief of Staff and Head of Human Resources on legal issues related to selection, recruitment, employment contracts and secondment etc.;
- To provide advice on the status of the Mission on privileges and immunities etc.;
- To draft agreements with other actors such as EU Delegations and other international organisations, Common Security and Defence Policy Missions and operations, EU agencies, host country authorities and NGOs etc.;
- To oversee project implementation from the legal perspective;
- To provide legal advice, guidance and training to Mission members regarding the local legal system and legislation;
- To liaise and coordinate with other relevant domestic bodies concerning legal matters;
- To advise on Mission Data Protection;
- To coordinate access to document requests and reply to Ombudsman complaints;
- To monitor the legal internal consistency of policies and the consistency with EU law;
- To prepare legal advice and assistance on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Mission on disciplinary matters;
- To deliver training material on legal issues to the Mission and other organisations.

3. Mission Specific Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in law OR a qualification in the National Qualifications Framework in law 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 in law, e.g. Master's Degree; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Understanding and experience in public international law, European law, labour law;
- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Experience in legal administrative issues (i.e. contracts, etc.);
- Excellent drafting skills;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B2 (Independent User).

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and international organisations;
- Previous experience in international litigation or international governance.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the jurisprudence in the host country;
- Knowledge of the EU Financial Regulations including public procurement.

Position Name: Project Contract Management Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 110	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: CoS Office/Projects Section	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Project Contract Manager Officer reports to the Head of Projects.

2. Main Tasks and Responsibilities

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements, etc.;
- To ensure project proposals are in line with Mission mandate and coordinated internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability;
- To manage the project contracts and coordinate the logistics related to the contract implementation, with a particular focus on the equipment and goods;
- To support the preparation of market researches and terms of reference for equipment and goods and contribute to the preparation of the procurement dossier in collaboration with the Project Works and Services Officer;
- To liaise with beneficiaries, provide support for the preparation of the handover of equipment, including organising physical delivery as required, supervise the delivery of all project material from contract signature to the delivery at the agreed place, including in the regions;
- To facilitate the customary and tax derogation process and report on progress and delays. To monitor milestones and take corrective actions to assure the respect of deadlines;
- To monitor the projects goods warranties and works liabilities during all relative periods;
- To ensure that all contract related expenditures are documented in compliance with the Regulation on the financial rules applicable to the general budget of the Union (Financial Regulation);
- To manage the reception, acceptance, stock and inventory of all goods for the Project Unit, including the preparation of all relative documents and certificates;
- To maintain records of the Mission project history and ongoing activities.

3. Mission Specific 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 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Teamwork capabilities;
- Project management skills;
- Time management skills;
- Problem solving skills;
- French language skills: minimum B1/B2 level (Independent User);
- English language skills: minimum B1/B2 level (Independent User).

6. Desirable Qualifications and Experience

- University and/or Master's Degree in project management or other related field;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Experience in the field of planning, implementation and evaluation of projects;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Familiarity with the EU Financial Regulations.

Position Name: Project Works and Services Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: MA 111	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: CoS Office/Projects Section	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Project Works and Services Officer reports to the Head of Projects.

2. Main Tasks and Responsibilities :

- Provides input and support to the Project Section for the planning and the implementation of projects with a particular focus on works and services;
- Under the supervision of the head of the project unit, manages the projects works and services contracts and coordinates the logistics related to the contracts' implementation, according to the operational planning;
- Monitors milestones and takes corrective actions to assure the respect of the deadlines of scheduled activities for each project in the area of services and works;
- Supports the project identification phase by providing technical advice on computer and information technology and engineering projects to project initiators;
- Performs market research, develops terms of reference for services and any other document that is relevant and part of the procurement dossier for tenders;
- Prepares the technical specifications for works and any other document that is relevant and part of the procurement file for tenders
- Follows up on contracts status, prepares and regularly updates all related documents on contract status and in coordination with the head of the project unit informs other Mission's departments about the progress acquired ;
- Monitors projects' implementation including through site visits and exchanges with contractors and suppliers to ensure timely delivery of works and services and evaluates progress
- Ensures that all contract related expenditures are documented in compliance with the Regulation on the financial rules applicable to the general budget of the Union (Financial Regulation);
- Manages the works and services acceptance and the handover to beneficiaries, including preparing all relative documents and certificates;
- Monitors the projects works liabilities during all the relative periods;
- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct, upon project completion, post-project reporting and evaluation;

- To develop best practices on project management, make training recommendations and record lessons identified/learnt;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability;

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 Qualification and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework, which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree;
AND
- A minimum of 4 years of professional experience in the field of planning, implementation and evaluation of projects, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Teamwork capabilities;
- Time management skills;
- Problem solving skills;
- Project management skills;
- French language skills: minimum B1/B2 level (Independent User);
- English language skills: minimum B1/B2 level (Independent User).

6. Desirable Qualifications and Experience

- Engineering, contract management or project management experience, is desirable;
- Experience in conception or supervision of construction works in public or private sector is desirable;
- Experience in ICT projects (LAN, WAN) is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations, is desirable.

7. Desirable Knowledge, Skills and Abilities

- Familiarity with the EU Financial Regulations;
- Good knowledge of MS Office (Excel, Word, Power Point);
- Knowledge of Microsoft Project is desirable;
- Knowledge of the Logical Framework and other planning tools;
- Excellent interpersonal and communications skills;
- Sound understanding of the aims, purposes and functioning of CSDP Missions.