

ANNEX 1 – REQUIREMENTS AND JOB DESCRIPTIONS

02-2023 Call for Contributions for EUCAP Sahel Mali

Organisation:	EUCAP Sahel Mali		
Job Location:	MALI – Bamako, - BELGIUM, Brussels		
Availability:	As indicated below		
Staff Regime:	As indicated below		
Reference	Name of the post	Location	Availability
<u>Seconded</u> (30 positions)			
MA 003	Chief of Staff	Bamako	ASAP
MA 010	Human Resources Officer	Bamako	ASAP
MA 013	Mission Security Officer*	Bamako	01/01/24
MA 046	Head of Security Sector Reform (SSR) Component	Bamako	ASAP
MA 049	Coordinator for MSPC/ISF	Bamako	ASAP
MA 054	Senior Internal Security Forces Adviser-National Guard	Bamako	ASAP
MA 059	Good Governance and Internal Security Adviser	Bamako	01/11/2023
MA 061	Criminal Investigation Adviser	Bamako	ASAP
MA 071	Trainer on Operational Management	Bamako	ASAP
MA 072	Trainer on Logistics	Bamako	ASAP
MA 073	Trainer on Deontology	Bamako	ASAP
MA 074	Trainer on Community Policing/Basic Intelligence	Bamako	ASAP
MA 075	Trainer on Professional Intervention	Bamako	ASAP
MA 076	Trainer on Criminal Intelligence & Analysis	Bamako	ASAP
MA 077	Trainer on Organised Crime Investigation	Bamako	ASAP
MA 079	Trainer on Crime Scene management	Bamako	ASAP
MA 081	Trainer on Risk and Crisis Management	Bamako	ASAP
MA 082 MA 083	Training Adviser (2 positions)	Bamako	ASAP
MA 084	Senior National Training Centre Adviser - Gendarmerie	Bamako	ASAP
MA 085	Senior National Training Centre Adviser - National Guard	Bamako	ASAP
MA 086	Senior National Training Centre Adviser - National Police	Bamako	ASAP
MA 094	Environmental Adviser	Bamako	ASAP
MA 102	Planning and Evaluation Officer	Bamako	ASAP
MA 104	Reporting Officer	Bamako	ASAP
MA 107	Coordination and Liaison Officer EUDEL	Bamako	01/12/2023

MA 108	Coordination and Cooperation Officer	Bamako	ASAP
MA 109	Head of Projects**	Bamako	TBC
MA 113	BSE Human Resources	Brussels	01/02/2024
MA 124	Logistics/Transport Officer	Bamako	ASAP
<u>Seconded/Contracted</u> (12 positions)			
MA 009	Human Resources Officer	Bamako	ASAP
MA 025	Armed Protection Operator	Bamako	ASAP
MA 048	Senior Ministerial Adviser MSPC	Bamako	01/12/2023
MA 052	Senior Ministerial Adviser on Human Resources	Bamako	ASAP
MA 053	Rule of Law/Justice Adviser	Bamako	ASAP
MA 087	Training of Trainers Officer	Bamako	ASAP
MA 095	Press and Public Information Officer	Bamako	ASAP
MA 114	Head of Mission Support Department	Bamako	01/11/23
MA 118	Procurement Officer	Bamako	ASAP
MA 115	Administration and Travel Officer	Bamako	ASAP
MA 129	Head of Communication and Information Systems (CIS)*	Bamako	TBC
MA 130	Communication and Information Systems Officer	Bamako	ASAP

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

(**) Pending the outcome of a selection process.

Deadline for applications:	Friday 01 December 2023 at 17:00 Brussels time
How to Apply:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/</p> <p>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 Crisis Management Experts 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 because 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

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>

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.

Desirable Requirements

Knowledge of the Mission area – Candidates should have a good knowledge of the history, culture, social and political situation of the region as well as 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. Similarly, a certified dental examination stating that no eminent dental issues are foreseen must be provided.

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

1. Reporting Line

The Chief of Staff reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities

- To supervise the HoM Office and the Chief of Staff Office, including the following sections/units/offices: Planning, Evaluation and Reporting; Projects; Coordination; Press and public information; Mission analysis capability; Brussels support elements; and thematic advisers (legal, political, human rights, gender, environment);
- To manage the Mission headquarters functions ensuring all aspects are globally considered for Head of Mission decision-making and for the analysis of the internal reporting of Mission activities;
- To ensure all Mission activities are consistently planned, supported and executed in a qualitative manner;
- To organise the regular senior management team meetings, all staff meetings, periodic Mission implementation meetings;
- To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political and security situation in the Mission area;
- To ensure liaison and coordination are maintained with the EU Delegation, EU member states and the EU Special Representative office;
- To ensure liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders;
- To ensure Mission Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To contribute to the training of Mission members;
- 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 contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Knowledge of and experience in strategic management and/or public administration;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Strong managerial track record;
- Ability to mentor and motivate staff;
- French language skills: minimum level B1/B2 (Independent User)
- English language skills: minimum level B1/B2 (Independent User)

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Human Resources Officer	Employment Regime: Seconded	
Ref. Number: MA 010	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office/Human Resources Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources (HoHR).

2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources Office;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Brussels Support Element–Human Resources and Liaison Officer in all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate the extension process for eligible seconded staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and Civilian Planning and Conduct Capability (CPCC);
- To coordinate the selection and recruitment process:
 - managing vacancies and applications;
 - advising and training selection panels;
 - preparing selection reports;
 - participating in selection panels;
 - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
 - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
 - communicating with candidates;
 - conducting the grading of international contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CPCC, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CPCC Human Resources policy;
- To conduct timely issuance and management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary relocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To utilise the centralized IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To support, inform, assist and advise on training and staff development;
- To implement a performance management approach in accordance with CPCC policy, for monitoring, assessing and developing the performance of Mission members;
- To develop and implement tools for business continuity;
- To contribute to planning, setting up and developing Human Resources related functions in all phases

- of the Mission (including downsizing), in accordance with strategic guidance from CPCC;
- To liaise with the Finance Unit on Human Resources' budget and obligations;
- To prepare documentation for Procurement actions regarding contracts to be managed by Human Resources Office;
- To contribute to the elaboration of Standard Operation Procedures and regulatory frameworks;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To advise and assist staff members concerning human resources policies and procedures;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.

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

5. Essential knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching, negotiating and collaboration skills;
- Ability to prepare HR communications appropriate to the audience;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas, with multinational and international organisations;
- Training and experience in MS Excel, Access and Visio and building databases with similar software;
- 4 years of experience in the field of human resources management,
- University/Master's degree/MBA in human resources management or/and an international certification in human resources management.

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position Name: Mission Security Officer	Employment Regime: Seconded	Post Category for Contracted:
Ref. Number: MA 013	Location: Mali - Bamako	Availability: 1 January 2024
Component/Department/Unit: Head of Mission Office/ Security and Duty of Care	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
 - To ensure all security and communications equipment is operational and ready to use;
 - To conduct regular security drills, communication tests and evacuation exercises;
 - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
 - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
 - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
 - To travel to all Mission areas including high-risk areas as required.

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 at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications

of the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**

- A minimum of 4 years relevant professional experience, after having fulfilled the education requirements.
- Authorised to carry and issued a personal weapon, used for purposes of self-defence.

5. Essential Knowledge, Skills and Abilities:

- Planning, and time-management skills;
- Analytical skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- University or/and Master's Degree in security studies (Security studies, security and defence studies, peace and conflict studies, international security studies, intelligence or other related fields);
- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Firearms trained;
- Experience in planning and implementing projects.

7. Desirable Knowledge, Skills and Abilities:

- Excellent knowledge of the Mission area and potential security threat;
- Ability to contribute creatively to the development of security policies and procedures;
- Organisational skills, the ability to work under pressure, and with tight deadlines and to manage multiple tasks and unexpected demands.

Position Name: Head of SSR Component	Employment Regime: Seconded	
Ref. Number: MA 046	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office/Operations /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 lead, manage and coordinate the work and staff of the SSR Component in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To oversee the SSR 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 oversee the SSR Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components 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 SSR Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific 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;
- To periodically evaluate the advisers at the first level; To regularly control and evaluate the advisers' activity, its full accordance with the OPLAN and its concrete impact on the Malian Internal Security Forces (ISF - National Police, Gendarmerie and National Guard) within the Mission's mandate and, if necessary, help them to gain efficiency;
- To coordinate, under the supervision of the Head of Operations, with the Head of Capacity Building Component, the Head of Partnership and Coordination Component on the common strategic aspects of the activities;
- To represent the Mission, in meetings and events related to ISF advising issues, with Malian or international stakeholders;

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 7 years of relevant professional experience, out of which a minimum of 3 years 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;
- Ability to communicate and engage with senior officials and governmental decision makers;
- 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;
- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in leading and coordinating international efforts to support Malian 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: Mali - 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 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 the absence of the Senior Ministerial Adviser MSPC, to provide the Minister with information on the Mission and with key messages from the Head of Mission;
- 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 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 Mission 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, Data protection and EUCI SOP;
- 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;
- 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 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 Internal Security Forces Adviser - National Guard	Employment Regime: Seconded	
Ref. Number: MA 054	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Internal Security Forces Adviser - National Guard reports to the Head of SSR Component.

2. Main Tasks and Responsibilities:

- To be the key interlocutor for the Malian National Guard at the level of the General Staff and the different directions, with a key focus on the direction of personnel, finances & logistics and the internal inspection service;
- To assist drafting process of normative texts by the Human Resources (HR) services at ministerial and National Guard level;
- To advice, to support and to accompany the Malian partner through the whole process of the development of an efficient and coherent HR policy, respecting gender equality and human rights;
- To advice and support the development of the internal HR structures and proceedings within the National Guard with focus on job descriptions, competences and functions, translated in internal action plans and texts;
- To advice, support and accompany the internal inspection service of the National Guard through the development of a performant and transparent inspection policy respecting the triptych “control, audit and investigation” ;
- To establish and maintain the necessary contacts with all other counterparts/institutions involved in the reform, on matters relevant on his/her area of expertise;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per Mission planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts/institutions;
- To ensure compliance with instructions/directions from Mission management;
- To work closely with other advisers and trainers 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 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.

5. Essential Knowledge, Skills and Abilities:

- Ability to accompany and motivate local counterparts;
- Knowledge of Human Resources management in a law enforcement environment;
- Knowledge of Internal Inspection management in a law enforcement environment;
- Experience of designing and delivering training;
- Mediation skills;
- Innovative thinking;
- 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 multi-task with a time management efficiency;
- Attention to details;
- Organisational, planning and quality management skills.

Position Name: Good Governance and Internal Security Adviser	Employment Regime: Seconded	
Ref. Number: MA 059	Location: Mali - Bamako	Availability: 1 November 2023
Component/Department/Unit: Operations /Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Good Governance and Internal Security Advisor will report to the Head of SSR Component.

2. Main Tasks and Responsibilities:

- Establish and maintain professional working relations with the Malian Ministry of Territorial Administration and Decentralization, the Commissariat for the Security Sector Reform, and other civilian administration partners with competence and responsibility in the domain of governance, security and policing;
- Support the redeployment of Malian civilian administration, at national and local level;
- Contribute to the strengthening of the capacities of civilian authorities in their specific responsibilities related to internal security, particularly in the area of administrative police, with regard to the protection of persons and property, the prevention of disturbances to public order and the prevention of criminal acts;
- In collaboration with the Mission's Human Rights Advisor, sensitize Malian counterparts on their responsibilities in the field of human rights and specific obligations in relation to the law in the exercise of their duties;
- In close coordination with the Mission's Civil Society Advisors as well as relevant international actors, notably the EU Delegation, support the implementation of local and regional Security Advisory Committees;
- Support Malian civilian administrators in gaining an improved understanding of the prerogatives of the Internal Security Forces and their constraints, such as but not limited to the use of force;
- Identify and support the implementation of existing national, bilateral and multinational initiatives in the field of the security aspects of civilian administration, in particular those aimed at improving the co-production of public security;
- Ensure alignment of activities with priorities expressed by Malian authorities in international agreements,

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; the qualification should be in the

field of law, public administration or political science. **AND**

- A minimum of 5 years of relevant professional experience in preferably governance, Public Administration, or support to Internal Security Forces in redeploying to conflict zones, alternatively in territorial police force, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Proven knowledge of public and territorial administration and decentralization processes, including the functioning of State services and local authorities;
- Proven knowledge of the relationship between the civilian administration and the Internal Security Forces in the field of public security;
- Knowledge of internal security issues;
- Knowledge of the peace, security and development nexus;
- Self-motivated person able to work independently without close supervision;
- Mediation skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in the Sahel region an asset;
- Knowledge of Community Policing an asset.

7. Desirable knowledge, skills and abilities:

- *N/A*

Position Name: Criminal Investigation Adviser	Employment Regime: Seconded	
Ref. Number: MA 061	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Criminal Investigation Adviser reports to the Head SSR component.

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 counterparts 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 ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support Malian authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Line Manager;
- To develop, with the relevant advisers, a training curriculum in the field of Criminal Investigation with a special focus on terrorism;
- To collect and collate statistics about the workload/performance of local counterparts;
- 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 update 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 identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on criminal investigations with a special focus on terrorism;
- To assist the relevant advisers to support the development of performant criminal investigations services and units within the Malian Internal Security Forces through training and accompanying actions.
- To design and deliver specific training modules on criminal investigations with a special focus on terrorism;
- To contribute to the training of (future) Malian ISF trainers in criminal investigations with a special focus on terrorism topics (train the trainers);
- To contribute to 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 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**
- 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;
- Presentation skills;
- Innovative thinking;
- 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:

- International experience, particularly in crisis areas with multinational and international organisations.
- Experience as Senior Law Enforcement Officer;
- Professional training qualification/certification;
- Experience in designing and delivering training.

7. Desirable Knowledge, Skills and Abilities:

- *N/A*

Position Name: Trainer on Operational Management	Employment Regime: Seconded	
Ref. Number: MA 071	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Trainer on Operational Management reports to the Deputy Head of Capacity Building Component – Trainer’s Team Leader.

2. Main Tasks and Responsibilities:

- To train the members of the Malian Internal Security Forces (ISF) (currently focusing exclusively on National Police) on Operational management, using lessons learned and actual cases;
- To help identifying the local counterparts’ needs in terms of Operational management;
- To train (future) Malian trainers in Operational management (train the trainers);
- To train and provide tactical and operational advice in the field of Operational management;
- To contribute to the review or elaboration of normative texts by the Malian ISF, especially related to Operational management;
- To closely coordinate with other actions already undertaken by international stakeholders;
- To support Malian authorities in developing training strategies/policies/plans/curricula/exercises/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 monitoring/mentoring/advising 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 and the relevant agreed training curricula;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To 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 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 4 years of relevant professional experience in national/international training units/programs for law enforcement, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and ability to conduct environmental assessments/analyses;
- Negotiations skills;
- Training and presentation 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:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Professional training qualification/certification;
- Successful completion of training courses in the field of Operational management;
- A minimum of 2 years of experience as Law enforcement trainer in Operational management;
- Experience as Senior Law Enforcement Officer.

7. Desirable Knowledge, Skills and Abilities:

- *N/A.*

Position Name: Trainer on Logistics	Employment Regime: Seconded	
Ref. Number: MA 072	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Trainer on Logistics reports to the Deputy Head of Capacity Building Component – Trainer’s Team Leader.

2. Main Tasks and Responsibilities:

- To identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on logistic matters;
- To support the development of a performant logistic chain within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To design and deliver specific training modules on logistics;
- To assist the relevant advisers to develop a training curricula in the field of logistic management;
- To contribute to the training of (future) Mali ISF trainers in Logistics (Train the Trainers);
- To support Malian authorities in developing training strategies/policies/plans/curricula/exercises/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 monitoring/mentoring/advising and/direct training and accompanying actions;
- 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 and the relevant agreed internal and external training curricula;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's Units/Components and other international partners;
- 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 or/military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience in the field of logistics, 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 organising interactive training and/or adult learning programs including program 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:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience as Senior Law Enforcement Officer;
- Professional training qualification/certification from recognized 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;
- Experience in Logistics management for law enforcement institutions or units, at national or international level;
- Knowledge of logistics management software(s).

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and teamwork skills;
- Organisational, analytical and administrative skills;
- Knowledge of strategic planning and managing logistics, warehouse, transportation and customer services within an IT environment.

Position Name: Trainer on Deontology	Employment Regime: Seconded	
Ref. Number: MA 073	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations /Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To identify, with the relevant Advisers and Malian counterparts, the gaps, needs and priorities on Deontology matters;
- To assist relevant Advisers and to support the development of efficient Deontology practices within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To develop, with the relevant advisers, a training curricula in the field of Deontology;
- To design and deliver specific training modules on Deontology matters;
- To contribute to the training of (future) Malian ISF trainers in the field of Deontology (train the trainers);
- To support Malian authorities in developing training strategies/policies/plans/curricula/exercises/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 monitoring/mentoring/advising 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 and the relevant agreed training curricula;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- 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 or/and military 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 programs including program 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:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Professional training qualification/certification from recognized 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.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Trainer on Community Policing/Basic Intelligence	Employment Regime: Seconded	
Ref. Number: MA 074	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Trainer on Community Policing/Basic Intelligence reports to the Deputy Head of Capacity Building Component – Trainer’s Team Leader.

2. Main Tasks and Responsibilities:

- To support Malian authorities in developing training strategies/policies/plans/curricula/exercises/training institutions as directed by the Line Managers;
- To identify required reforms and appropriate support to be provided by the Mission, including through monitoring/mentoring/advising 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 (MIP) and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's input to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's Components/Units;
- To train the members of the Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on Community Policing/Basic Intelligence, using lessons learned and actual cases;
- To help identifying the Malian ISF's needs in terms of community policing/basic intelligence;
- To contribute to train the (future) Mali ISF trainers in community policing/basic intelligence (train the trainers);
- To train and provide tactical and operational advice in the field of community policing/basic intelligence;
- To contribute to the elaboration of Standard Operation Procedures for the ISF, especially related to Community Policing/Basic Intelligence;
- To coordinate with other actions already undertaken by international stakeholders.

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to multi-task with a time management efficiency;
- Attention to details.

Position Name: Trainer on Professional Intervention	Employment Regime: Seconded	
Ref. Number: MA 075	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/Capacity Building	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

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) (currently focusing exclusively on the National Police) - on professional intervention related tasks, using lessons learned and actual cases;
- To help local counterparts to identify their needs in terms of professional intervention;
- To train the (future) Malian trainers in professional intervention (train the trainers);
- To train and provide tactical and operational advice to the Malian Police unit leaders;
- To help the counterparts elaborate Standard Operating Procedures, especially related to large scale and multi-disciplinary operations;
- To closely coordinate with other actions undertaken by international stakeholders;
- To support Malian authorities in developing training strategies/policies/plans/curricula/exercises/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 monitoring/mentoring/advising 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 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 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 and mediation skills
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in organising interactive training and/or adult learning programs including program planning, design, implementation, management, monitoring and evaluation;
- Ability to plan, multitask and manage time effectively
- 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:

- International experience, particularly in crisis areas with multi-national and international organisations;
- 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/programs for law enforcement.
- Professional training qualification/certification from recognized 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;
- 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 Criminal Intelligence and Analysis	Employment Regime: Seconded	
Ref. Number: MA 076	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/Training Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Trainer on Criminal Intelligence and Analysis 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/exercises/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 monitoring/mentoring/advising 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 and the relevant agreed internal and external training curricula;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To identify, with the relevant advisers or experts and the Malian counterparts the gaps, needs and priorities on criminal intelligence and analysis matters;
- To assist the relevant advisers or experts to support the development of a performant intelligence chain within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To develop, with the relevant advisers or experts, a training curriculum in the field of criminal intelligence and analysis;
- To design and deliver specific training modules on criminal intelligence and analysis matters.
- To contribute to the training of (future) Malian ISF trainers in criminal intelligence and analysis (train the trainers);
- 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 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 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 and mediation skills;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in organising interactive training and/or adult learning programs including program 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 in national/international training units/programs for law enforcement. **OR** Attested police or/and military education or training or an award of an rank equivalent to at least NATO Military Rank OR-6; **AND** A minimum of 8 years of relevant professional experience, including experience in national/international training units/programs for law enforcement.
- Experience as Senior Law Enforcement Officer;
- Professional training qualification/certification from recognized 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 ad 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.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Trainer on Organised Crime Investigation	Employment Regime: Seconded	
Ref. Number: MA 077	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations /Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Trainer on Trainer on Organised Crime Investigation 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/exercises/training institutions as directed by the Trainers' Team Leader.
- To identify required reforms and appropriate support to be provided by the Mission, including monitoring//mentoring/advising 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 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 identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on trainings on Organised Crime Investigation with a special focus on terrorism topics;
- To assist the relevant advisers to support the development of performant Criminal Investigation/Counter-Terrorism services and units within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To develop, with the relevant Advisers, a training curricula in the field of Criminal Investigation with a special focus on terrorism topics;
- To design and deliver specific training modules on Criminal Investigation matters with a special focus on terrorism-related topics;
- To contribute to the training of (future) Malian ISF trainers in Criminal Investigation/Counter-Terrorism (train the trainers).

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 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 and mediation skills;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in organising 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;
- 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.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Trainer on Crime Scene Management	Employment Regime: Seconded	
Ref. Number: MA 079	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Trainer on Crime Scene management reports to the Deputy Head of Capacity Building Component/Trainers Team Leader.

2. Main Tasks and Responsibilities:

- To identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on Forensics matters;
- To assist the relevant advisers to support the development of performant Forensics services and units within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To develop, with the relevant advisers, a training curricula in the field of Forensics;
- To design and deliver specific training modules on Forensics matters;
- To contribute to the training of (future) Mali ISF trainers in Forensics (train the trainers).
- To support Malian authorities in developing training strategies/policies/plans/curricula/exercises/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 monitoring/mentoring/advising 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 and the relevant agreed training curricula;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To 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**

- A minimum of 4 years of relevant professional experience, including experience in national/international training units/programs for law enforcement in the domain of technical and forensic police, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Presentation skills;
- Innovative thinking;
- 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;
- Professional Training Qualification/Certification;
- Experience in designing and delivering training;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- *N/A*

Position Name: Trainer on Risk and Crisis Management	Employment Regime: Seconded	
Ref. Number: MA 081	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations /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 incl. exercises;
- 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/exercises/ /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 monitoring/mentoring/advising 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**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Presentation and mediation;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in organising 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 and strategic 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 Adviser (2 positions)	Employment Regime: Seconded	
Ref. Number: MA 082 MA 083	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations /Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the MIP by advising and mentoring local counterparts 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 ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training; including traditional classroom, programmed learning, hands-on, simulation and computer aided training and exercises;
- To work in close coordination with the Mission's Training Advisers to the Forces;
- To advise, support and work in coordination with the heads of the Internal Security Forces (ISF) training centres in accordance with the training master plans;
- To reinforce capacities by advising and mentoring the pedagogical and planning units;
- To foster the appropriation of solid pedagogic know-how by Malian ISF trainers through coaching sessions optimising the transfer of skills and allowing them to reach, in the short term, full autonomy in professional training matters;
- To support Malian authorities in developing training strategies/policies/plans/curricula/exercises/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 monitoring/mentoring/advising 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 and the relevant agreed training curricula;
- To contribute to 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 train the members of the Malian ISF (Gendarmerie, National Guard and National Police) 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 contribute to the review or elaboration of normative texts on Trainers curricula by the Malian ISF in liaison with the Mission's Training Advisers;
- To coordinate with other actions already undertaken by international stakeholders.

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/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;
- Experience of designing and delivering training to trainers
- 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:

- Professional Qualification/Certification as Trainer of trainers;
- Previous experience as trainer of trainers including 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:

- N/A

Position Name: Senior National Training Centre Adviser - Gendarmerie	Employment Regime: Seconded	
Ref. Number: MA 084	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior National Training Centre Adviser - Gendarmerie reports to the Head of Capacity Building Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompany local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local institution, security 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 collect and collate statistics about the workload and performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To work closely with other Mission Advisers and Trainers as appropriate;
- To design and deliver training; including traditional classroom, programmed learning, hands-on, simulation and computer aided training and. exercises;;
- To be the key interlocutor for developing the conceptual and organisational framework of the training for the Gendarmerie;
- To help record and review all documentation relating to training;
- To provide expertise to the Training Office of the Gendarmerie in the conceptual and doctrinal framework underlying restructuring and reform process in training, including the organisation of the Training Office itself;
- To assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula;
- To assist and advise in managing, running and evaluating training courses at academic level;
- To establish and maintain the necessary contacts with external national, regional and international bodies or services providers involved in training matters.

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.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/military education or training or equivalent rank; **AND**
- A minimum of 6 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;
- Knowledge of Training/Human Resources management in law enforcement;
- 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 as staff member in Law Enforcement Training Centre;
- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior National Training Centre Adviser - National Guard	Employment Regime: Seconded	
Ref. Number: MA 085	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior National Training Centre Adviser - National Guard reports to the Head of the Capacity Building Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompany local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local institution, security 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 collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Mission Advisers and Trainers as appropriate;
- To design and deliver training; including traditional classroom, programmed learning, hands-on, simulation and computer aided training and. exercises;
- To be the key interlocutor for developing the conceptual and organisational framework of the training for the National Guard;
- To help record and review all documentation relating to training;
- To provide expertise to the Training Office of the National Guard in the conceptual and doctrinal framework underlying restructuring and reform process in training, including the organisation of the Training Office itself;
- To assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula;
- To assist and advise in managing, running and evaluating training courses at academic level;
- To establish and maintain the necessary contacts with external national, regional and international bodies or services providers involved in training matters.

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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/military education or training or equivalent rank; **AND**
- A minimum of 6 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;
- Knowledge of Training/Human Resources management in law enforcement;
- 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 as staff member in Law Enforcement Training Centre;
- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior National Training Centre Adviser - National Police	Employment Regime: Seconded	
Ref. Number: MA 086	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations /Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior National Training Centre Adviser - National Police reports to the Head of Capacity Building Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompany local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local institution, security 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 collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Mission Advisers and Trainers as appropriate;
- To design and deliver training; including traditional classroom, programmed learning, hands-on, simulation and computer aided training and. exercises;
- To be the key interlocutor for developing the conceptual and organisational framework of the training for the National Police;
- To help record and review all documentation relating to training;
- To provide expertise to the Training Office of the National Police in the conceptual and doctrinal framework underlying restructuration and reform process in training, including the organisation of the Training Office itself;
- To assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula;
- To assist and advise in managing, running and evaluating training courses at academic level;
- To establish and maintain the necessary contacts with external national, regional and international bodies or services providers involved in training matters.

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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/military education or training or equivalent rank; **AND**
- A minimum of 6 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;
- Knowledge of Training/Human Resources management in law enforcement;
- 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 as staff member in Law Enforcement Training Centre;
- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Environmental Adviser	Employment Regime: Seconded	
Ref. Number: MA 094	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Environmental Adviser reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for environmental and climate issues in both external and internal mission activities;
- To advise on and assist in the operationalisation of the integration of a climate and environment perspectives and mainstreaming issues within the Mission and its operational activities;
- To assess the environmental situation in Mali and analyse the implications on security and potential implications on the missions mandate;
- To support advising Malian authorities in coordination with the Mission's operational components—on the relevance of climate and environmental issues within their work field;
- To develop a systematic climate and environment analysis capacity of all aspects of the implementation of the Mission's mandate, including policy development, mission footprint, environmental health issues on staff exposure, mandate execution, staffing, data collection, monitoring and reporting;
- To conduct regular assessment reports on the environmental impact of the Mission;
- To develop an internal environmental action plan for the Mission and to provide ad hoc advice on technical and managerial solutions to improve its environmental performance;
- To work proactively ensuring that the Mission leadership and key staff are up to date with aspects on sustainability, environmental considerations and climate smart approaches relevant to the Mission;
- To create context specific and operationally relevant information material to raise awareness and understanding of the Mission staff on sustainability and environment;
- To provide trainings/seminars on environmental and climate issues to Mission's staff members and support the induction training as required;
- To advise on the development and content of strategic communications with regards to climate and environmental dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating climate and environmental perspective;
- To liaise with local, EU and international stakeholders working with sustainability and environmental issues in Mali.

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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree in relevant field of environmental health, environmental science, Natural Resources Management, sustainability approaches; **AND**
- A minimum of 5 years of relevant professional experience in environmental protection, climate footprint analysis, green engineering, Environmental Management Systems, Environmental Assessments etc.

5. Essential Knowledge, Skills and Abilities:

- Ability to conduct environmental assessments and analyses;
- Ability to provide advice based on sustainable environmental approaches and climate smart solutions;
- Training skills;
- Knowledge of the Sustainable Development Goals and The Paris Agreement content and their applications;
- 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 advising senior management;
- International experience, particularly in crisis areas with multinational and international organisations and/or in a post-conflict environment/Security Sector Reform process.

7. Desirable Knowledge, Skills and Abilities:

- Technical knowledge on environmental and climate mitigation/adaptation;
- Knowledge and understanding of environmental crime - security nexus;
- Ability to work independently with minimum supervision;
- Negotiation and problem solving skills;
- Ability to motivate and inspire colleagues;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: MA 102	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff Office/ Planning, Reporting and Evaluation Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and developing new projects in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities;
- To develop analytical indicators and tailor-made tools to monitor, evaluate and assess the operational activities of the Mission, including outcomes, outputs and return on investment;
- To analyse and interpret the results and data, and to draft reports based on this analysis;
- To propose recommendations to the Head of Operations/Senior Management based on the monitoring and evaluations conducted, including in the development of new activities;
- To prepare and give presentations, produce talking points, speeches and presentations for various purposes and contexts, and draft meetings reports.
- To temporarily replace Head of Planning, Evaluation and Reporting section, if needed.

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 required 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 equivalent rank; **AND**

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

5. Essential Knowledge, Skills and Abilities:

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection;
- 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 leading and communicating change management initiatives;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Experience in a unit or service specialised in evaluation and assessment;
- Experience in advising senior management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of evaluation tools and different assessment methodologies;
- Analytical, synthesis and drafting skills;
- Ability to establish, plan, and review priorities;
- Negotiation and problem solving skills;
- Ability to motivate and inspire colleagues;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: MA 104	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff Office/Planning, Evaluation and Reporting Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on Mali, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations, produce talking points, speeches and presentations for various purposes and contexts, and draft meetings reports.
- To keep updated of the operational context in Mali, including the security aspects, for the reporting purposes;
- To liaise with other departments in order to gather information on the Mission activities and to share relevant information within the Mission;
- To monitor local and international media and other relevant sources to support the reporting activities;
- To temporarily replace Head of Planning, Evaluation and Reporting section, if needed.

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; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education

requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in reporting and/or analytical work in the field of international affairs, international security, development or humanitarian affairs.

7. Desirable Knowledge, Skills and Abilities:

- Political sensitivity and ability to handle sensitive matters;
- Knowledge of disinformation;
- Ability to establish, plan, and review priorities;
- Negotiation and problem solving skills;
- Ability to motivate and inspire colleagues;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

Position Name: Coordination and Liaison Officer EUDEL	Employment Regime: Seconded	
Ref. Number: MA 107	Location: Mali - Bamako	Availability: 1 December 2023
Component/Department/Unit: Chief of Staff/ Coordination Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Coordination and Liaison Officer EUDEL reports to the Senior Coordination and Cooperation Officer.

2. Main Tasks and Responsibilities:

- To pursue the role of the focal point and to facilitate the interaction between the Mission and the EU Delegation (esp. with the Political, Security, Cooperation, and Defense Advisors/Experts);
- To liaise and substantially collaborate with the EUDEL on all dossiers concerning internal security affairs, ensuring the continuous exchange on ongoing political and strategic processes, as well as on activities at the core of EUCAP Sahel Mali's mandate;
- To ensure the Mission's activities are coordinated and synchronized with activities politically supported and/or funded by the EUDEL;
- To support the Mission's contribution to the EU integrated approach in Mali and the Sahel region;
- To ensure the Mission is informed and, where necessary, consulted to provide inputs to the EUDEL on themes and processes of common interest;
- To substantially support the organisation and follow-up of, and participate in meetings and partner platforms in the areas of mutual interest;
- To contribute to liaising with the representative of the Regional Advisory Coordination Cell (RACC) embedded in the EUDEL in Bamako;
- To help coordinate projects to be implemented by EUCAP and/or other partners in view of ensuring synergies;
- To provide support to both EUDEL and the Mission to ensure activities are closely coordinated, including with other EU and international actors as required, with a view to ensuring mutual awareness, avoiding duplication and achieving a comprehensive approach in the field of Security Sector Reform;
- To follow and keep updated of the operational context in Mali, including the political and security aspects;
- Temporarily replace the political advisor of the Mission, as requested.
- To contribute to the coherent planning and implementation of the coordination and cooperation activities of the Mission;
- To contribute to the development of the Mission Implementation Plan related to the cooperation and coordination activities, based on inputs received from Mission operational functions, and monitor its execution through analysis and evaluation;
- To contribute to mapping and assessment of ongoing bilateral and multilateral cooperation activities;
- To report internally on a regular basis, draft special reports, contribute to the external reporting of the Mission, and organise meetings and events as requested;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).

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**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Strong planning and coordination, as well as writing skills;
- Strong communication and interpersonal skills;
- Analytical thinking and 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:

- Experience in Security Sector Reform/Rule of Law in a national or Malian context;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in (inter-agency) coordination functions and communication with/within Headquarters and/or Ministerial cabinets/front offices;
- Experience with/within EU institutions;
- Experience in advising senior management.

7. Desirable Knowledge, Skills and Abilities:

- Political sensitivity and ability to handle sensitive matters;
- Ability to establish, plan, and review priorities;
- Project management skills;
- Mediation and negotiation skills;
- Networking skills.

Position Name: Coordination & Cooperation Officer	Employment Regime: Seconded	
Ref. Number: MA 108	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff Office /Coordination Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Coordination & Cooperation Officer reports to the Senior Coordination and Cooperation Officer.

2. Main Tasks and Responsibilities:

- To contribute to the coherent planning and implementation of the coordination and cooperation activities of the Mission;
- To contribute to the development of the Mission Implementation Plan related to the cooperation and coordination activities, based on inputs received from Mission operational functions, and monitor its execution through analysis and evaluation;
- To contribute to mapping and assessment of ongoing bilateral and multilateral cooperation activities;
- To report internally on a regular basis, draft special reports, contribute to the external reporting of the Mission, and organise meetings and events as requested;
- To pursue the role of focal point between the Mission and the UN system in Mali against the backdrop of the departure of MINUSMA and to provide strategic and technical advice to senior management, as requested, including for relevant high-level, thematic, and working group meetings.
- To liaise, facilitate dialogue and substantially collaborate with the UN system in Mali (UN agencies, funds, and programs), such as - but not limited to - UNDP and IOM, on all dossiers and activities relevant to EUCAP Sahel Mali's mandate;
- To closely coordinate with the Mission's operational components/units to ensure the Mission's activities related to the Internal Security Forces and in the area of Security Sector Reform are closely coordinated with the activities conducted and/or funded by other international actors (such as – but not limited to - UNDP and DCAF), with a view to ensuring mutual awareness, avoiding duplication, and contributing to the EU regional and integrated approach;
- To advise the senior management on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To ensure an adequate flow and exchange of information between the Mission and the UN system in Mali and other relevant Technical and Financial Partners;
- To follow up on the implementation of existing agreements and initiate new ones if needed between the Mission and the UN entities operating in Mali;
- To facilitate liaison and coordination between Mission operational components/units and relevant stakeholders;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).

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. The qualification should be in any of the fields of Social Sciences (e.g. Political Sciences, International Relations, Law, Economics); **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Strong planning and coordination, as well as drafting and analysing skills;
- Strong communication and interpersonal skills;
- Analytical thinking, problem solving and negotiation 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 Security Sector Reform/Rule of Law in a national or Malian context;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in (inter-agency) coordination functions and communication with/within Headquarters and/or Ministerial cabinets/front offices;
- Experience with/within EU institutions and/or the UN system.

7. Desirable Knowledge, Skills and Abilities:

- Political sensitivity and ability to handle sensitive matters;
- Ability to establish, plan, and review priorities;
- Networking and mediation skills.

Position Name: Head of Projects	Employment Regime: Seconded	
Ref. Number: MA 109	Location: Mali - 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.

Position Name: Brussels Support Element - Human Resources	Employment Regime: Seconded	
Ref. Number: MA 113	Location: Belgium - Brussels	Availability: 1 February 2023
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Brussels Support Element (BSE) Human Resources reports to the Chief of Staff and works with the Human Resources Section of the Mission, but is embedded in the Civilian Planning and Conduct Capability (CPCC) in Brussels and functionally also supports and works with the CPCC.

2. Main Tasks and Responsibilities:

- To participate in the recruitment, selection and deployment of international personnel;
- To plan, prepare and manage the Calls for Contributions process and support the Mission in conducting a timely force generation process;
- To process applications and maintain rosters and databases in coordination with Civilian Planning and Conduct Capability (CPCC);
- To establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with Contributing States to facilitate Mission member on-boarding and coordination of all human resources related issues;
- To advise Mission Management and HR on Human Resources Policies and Procedures as per CPCC rules;
- To advise in the preparation of job descriptions and Standard Operating Procedures;
- To prepare and maintain records related to staff selection;
- To facilitate the deployment of personnel and prepare contracts, letters of appointment, reassignments, redeployments and terminations;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States and CPCC;
- To participate in the preparation of human resources planning and reporting, including quantitative and qualitative analysis;
- To support Mission visits to Brussels, EU capital's and vice versa;
- To visit the Mission area of operations regularly.

3. General Tasks and Responsibilities:

- To identify and report on lessons identified/learned and best practices within the respective field of responsibility;
- To ensure timely reporting on activities within the field of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task 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 at the level in the National Qualifications Framework equivalent to level 6 in the

European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**

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

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Administrative skills and attention to details;
- Analytical 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:

- Experience in planning and implementing projects in the field of human resources management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Logistics/Transport Officer	Employment Regime: Seconded	
Ref. Number: MA 124	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Transport	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To ensure the Mission vehicles are used in accordance with the rules and regulations, and that vehicle usage data for each vehicle is correctly recorded/documented e.g. maintenance, service/repair and usage history;
- To plan work orders, preventive maintenance, vehicle technical inspection reports and determine the maintenance/repair required to ensure the roadworthiness of the Mission fleet;
- To supervise the provision of workshop services, to monitor maintenance and repairs outsourced to external workshops, and to inspect the quality and spare parts following vehicle service performance;
- To maintain a cost control database for analysis of fuel consumption, maintenance, repairs, scheduled services of vehicles and associated costs, and tracking of reimbursement of repairs following accidents;
- To ensure effective management of the transport capability (including liaising with car rental agencies), monitoring the fleet (fuel accountability, damage to the vehicles, road accidents and insurance cover) through Fleet Management Solution;
- To identify/monitor spare parts requirements, workshop equipment and tools to facilitate efficient maintenance and performing quality assurance;
- To ensure inventory control and physical annual checks of vehicles and related equipment.
- To propose withdrawal of vehicles from service if considered not roadworthy;
- To conduct accident damage assessments, process vehicle accident reports, participate in Boards of Inquiry and raise Damage Discrepancy Reports;
- To prepare reports and make recommendations on various logistics matters;
- To develop and conduct Mission driving orientation briefings to ensure all Mission members are familiar with road/traffic conditions and traffic rules/regulations;
- To maintain a file of all drivers related documents and records;
- To coordinate and implement a Mission air and land movement plan;
- To ensure necessary storage, distribution and allocation of motor vehicles and associated equipment;
- To provide advice, support and train Mission members on transport related matters and guidelines;
- To identify needs of goods and/or services specifically required for the mission and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To perform tasks related to building management, such as coordinating projects related to premises, works construction, furniture, etc.
- To act independently or in coordination with the security department for the dispatching activity for planning missions at / from the airport as well as other similar tasks;
- To perform any logistics activities (e.g. reconnaissance missions, support missions etc.) in other locations outside the central headquarter (HQ), if required.

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 (the qualification should be in any of the fields of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or other related field) **OR** equivalent and attested police and/or military 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:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of using electronic Fleet Management and fleet tracking software;
- 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 current technologies used for Logistics, Supply Chain Management, Asset Management, Inventories like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas, with multinational and international organisations;
- Valid forklift certificate;
- Trainings/courses for training others on driving rules, driving assessment etc.;
- Valid driving license C category.

7. Desirable Knowledge, Skills and Abilities:

- N/A

SECONDED/CONTRACTED POSITIONS

Position Name: Human Resources Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 009	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office/Human Resources Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources (HoHR).

2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources Office;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Brussels Support Element–Human Resources and Liaison Officer in all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate the extension process for eligible seconded staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and Civilian Planning and Conduct Capability (CPCC);
- To coordinate the selection and recruitment process:
 - managing vacancies and applications;
 - advising and training selection panels;
 - preparing selection reports;
 - participating in selection panels;
 - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
 - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
 - communicating with candidates;
 - conducting the grading of international contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CPCC, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CPCC Human Resources policy;
- To conduct timely issuance and management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To utilise the centralized IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To support, inform, assist and advise on training and staff development;
- To implement a performance management approach in accordance with CPCC policy, for monitoring, assessing and developing the performance of Mission members;

- To develop and implement tools for business continuity;
- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CPCC;
- To liaise with the Finance Unit on Human Resources' budget and obligations;
- To prepare documentation for Procurement actions regarding contracts to be managed by Human Resources Office;
- To contribute to the elaboration of Standard Operation Procedures and regulatory frameworks;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To advise and assist staff members concerning human resources policies and procedures;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.

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/military 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:

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems;
- Influencing, persuading, coaching, negotiating and collaboration skills;
- Ability to prepare HR communications appropriate to the audience;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas, with multinational and international organisations;
- Training and experience in MS Excel, Access and Visio and building databases with similar software;
- 4 years of experience in the field of human resources management,

- University/Master's degree/MBA in human resources management or/and an international certification in human resources management.

7. Desirable knowledge, skills and abilities:

- *N/A*

Position Name: Armed Protection Operator	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level (MSAL)
Ref. Number: MA 025	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Security and Duty of Care /Armed Protection Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Armed Protection Operator reports to the Head of Armed Protection Unit.

2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework;
- In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To be responsible for Armed Protection operations;
 - To contribute to the armed protection security set up of Mission members;
 - To carry out daily administration and operational planning for Armed Protection Team activities;
 - To assist in the development of Mission Armed Protection policies and procedures;
 - To provide comprehensive procedural documents with respect to Armed Protection activities;
 - To contribute in identifying staff personal security training requirements and deliver training as required under the supervision of Armed Protection Team Leader;
 - To provide personal security advice to Mission members;
 - To maintain operational effectiveness and equipment husbandry;
 - To develop professional contacts with the local police, military and security managers of other international organisations;
 - To liaise with civilian and military organisations to assess current and future threats;
 - To carry out threat assessments to ensure appropriate security measures are in place in a timely and effective manner.

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 secondary education attested by a diploma **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:

- Trained in basic life support (medical training);
- Ability to operate a variety of communication systems;
- Advanced driving training (defensive driving);
- Ability to perform under stress and in difficult circumstances (hostile situation experience);
- Valid license for armoured vehicles or C or C1 driving license;
- Discreet, diplomatic and flexible;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Trained and certified in close protection techniques (theory and practice);
- Hold an industry standard First Aid Qualification;
- Experience driving armoured vehicles;
- Close Protection working experience in high risk or war zones;
- Capacity to operate various weapon systems, including machineguns and sniper rifles;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats.
- Physically trained with regular practice of combat sports.

Position Name: Senior Ministerial Adviser MSPC	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: MA 048	Location: Mali - Bamako	Availability: 1 December 2023
Component/Department/Unit: Operations/ SSR Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Ministerial Adviser MSPC reports to the Head of SSR Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To design and deliver training, as appropriate;
- To be the key interlocutor with the Ministry of Security and Interior;
- To work in close cooperation with the Ministry of Security and Interior in order to:
 - help record and review all documentation;
 - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuring and reform process in Ministry of Security and Interior;
 - assist in identifying priorities in restructuring the Ministry of Security and Interior policies and programs in line with operational needs.
- To maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- To contribute to the induction of Mission personnel as required.

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

7. Desirable Knowledge, Skills and Abilities:

- *N/A*

Position Name: Senior Ministerial Adviser on Human Resources	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 052	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations / 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 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 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 and 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: Rule of Law/Justice Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 053	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations /Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Rule of Law/Justice Adviser reports to the Head of Security Sector Reform Component.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for Rule of Law (RoL)/Justice matters;
- In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among Malian authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in Mali;
- To liaise with and advise the Malian justice authorities and with the Malian Security Sector Reform coordinator;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the police/internal security forces;
- Be able to act as a trainer on RoL/Justice related matters for the internal security forces (ISF) of Mali, if applicable;
- To contribute and assist with proposals for the Malian Security Sector Reform, policies and procedures in the areas of the judiciary system and policing;
- To participate in the development and implementation of the Mission's strategies on RoL related aspects;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary and the Internal Security Forces (National Police, National Gendarmerie and National Guard);
- To ensure the link between the Mission's main activities in the security sector and the wider rule of law;
- To liaise with other international initiatives, especially other EU programmes.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts 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 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.

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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to mentor, advise and motivate local counterparts;
- Mediation and interpersonal skills.
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- A minimum of 1 year of experience in, or sound knowledge of, RoL/Justice aspects, in particular in a post-conflict environment/SSR process;
- Experience as a lawyer or magistrate
- Experience in criminal justice reform either domestically or internationally;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to multitask;
- Time management skills;
- Attention for details;
- Innovative thinking.
- Strong communication, organisation, planning and quality management skills.

Position Name: Training of Trainers Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 087	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations /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**
- A minimum of 4 years of relevant professional experience, after fulfilling 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, 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/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 095	Location: Mali - 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 act as the Mission's spokesperson if required and to communicate the work of the Mission to the public;
- To contribute to the implementation of the Mission Strategic Communications Plan;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- 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 organise contract/tender/designs for Mission visibility items on request of the Head of Press and Public Information;
- To be the focal point for press and public information work;
- To coordinate with the press offices of other EU actors in Mali, and with other international partners as required;
- 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 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 lead and manage the work and staff of the Press and Public Information Office;
- 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 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: Head of Mission Support Department	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: MA 114	Location: Mali - Bamako	Availability: 1 November 2023
Component/Department/Unit: Head of Mission Office/ Chief of Staff Office/ Mission Support	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Mission Support reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission on all administrative and general support issues;
- To lead, manage and coordinate the Mission Support Function in all areas of activity;
- To ensure all Mission Support functions and operational sections work in a coordinated and cohesive manner to support the Mission mandate, Implementation Plan and tasks as directed by Head of Mission;
- To be responsible for the implementation of the budget in accordance with the financial regulations related to the EU General Budget and rules and the Mission internal guidelines;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions, including data management and the provision of supporting documentation related to expenditure;
- To monitor financial and administrative operations of the Mission and prepare reports, figures, statistics, inventories and analysis of current and future requirements;
- To coordinate strategic Mission Support matters with internal and external relevant EU counterparts;
- To coordinate the Mission Management Information System function;
- To follow internal and external developments related to the Mission goals and brief the Head of Mission on administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts related to acquisition and maintenance/service contracts and insurance issues;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To propose operational and management decisions that have the objective to increase the efficiency of the Mission;
- To limit financial risk by evaluating the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To support and lead streamlining processes of Mission Support procedures in line with Common Security Defence Policy including implementation of common systems;
- To liaise with Civilian Planning and Conduct Capability and Foreign Policy Instrument, in particular with the FPI Mali CSDP country manager;
- 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 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 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 work in a demanding, deadline driven environment;
- 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 EU financial management and EU procurement rules;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Experience in planning complex projects, monitoring, evaluation and reporting;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- *N/A*

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 118	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Procurement	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Procurement Officer reports to the Head of Procurement.

2. Main Tasks and Responsibilities:

- To conduct contracting and procurement processes for the Mission in line with established, professional and transparent procurement policies, rules and procedures;
- To assist and advise the Head of Procurement on all issues related to the procurement cycle (from the strategic planning to contract);
- To assist other units with contracting and procurement matters and procedures;
- To develop professional relationships and work partnerships with the European Commission and the European Union External Action Services involved in procurement processes;
- To develop professional relationships and work partnerships with procurement colleagues in other civilian CSDP Missions to exchange best practices.

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**
- A minimum of 3 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Negotiations skills;
- Analytical skills and financial acumen;
- Ability to establish/review priorities, to plan and to exercise control;
- Experience in using legally established professional and transparent procurement policies, rules and procedures;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration/law/procurement/supply chain or other related field;
- Project Management Skills
- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Knowledge of current technologies used for Procurement like an Enterprise Resource Planning (ERP) System.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG).

Position Name: Administration and Travel Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 115	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Administrative and Travel Officer reports to the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures (SOP's) and guidelines in Mission Support;
- To assist the Head of Mission Support in scheduling Mission Support related activities;
- To verify reports, data and information in the Mission Support reporting structure;
- To administer and distribute relevant reports and required information to internal and external functions;
- To write minutes of meetings and follow up on tasks within the Mission Support;
- To co-ordinate internal communication within Mission Support and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents as requested;
- To maintain office services by assisting the Head of Mission Support in organising office operations and procedures, managing correspondence, reviewing supply requisitions, assigning and monitoring clerical functions;
- To contribute to the maintenance of the filing system to meet administrative, legal and financial requirements;
- To contribute to the elaboration of Terms of Reference for Procurement Procedures;
- To assist staff members in the preparation of duty trips, authorized travels and home leaves and manage the purchase of tickets and flight reservations as well as accommodation bookings for staff members;
- To ensure the framework contract with the travel agency is implemented adequately by preparing RFQs and RFOs within appropriate timelines;
- To initiate payment requests, transactions as well as financial commitments and liaise with Finance and Verification units on function's budget, obligations, and compliance;
- To provide appropriate follow up of received invoices e.g., certify correct invoices, prepare payment orders and supporting documents linked with the Mission Travel Office;
- To liaise with the Human Resources department on home leaves and mission requests.

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

5. Essential Knowledge, Skills and Abilities:

- Ability to keep accurate and up-to-date records;
- Ability to establish and maintain effective working relations in a multi-cultural, environment with sensitivity and respect for diversity;
- Ability to pay close attention to detail so that work produced is reliable and accurate;
- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- 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 professional travel planning within an Airline Company and/or Travel Agency;
- Administrative experience;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Reporting skills;
- Knowledge of EU administration and regulations;
- Knowledge of current technologies used for Administration such as Enterprise Resource Planning (ERP) System.

Position Name: Head of Communication and Information Systems (CIS)	Employment Regime: Seconded / Contracted	Post Category for Contracted: Mission Support Management Level
Ref. Number: MA 129	Location: Mali - Bamako	Availability: To be confirmed
Component/Department/Unit: Mission Support/CIS	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of Communication and Information Systems reports to the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Communication and Information Systems (CIS) Unit;
- To advise the Head of Mission Support on development and implementation of Communication and Information Systems strategy and CIS operational matters;
- To set the overall technology direction through strategic planning and development of multiyear work plans for CIS in line with organisational technology requirements in coordination with the IT Mission Support Platform in Civilian Planning and Conduct Capability (CPCC);
- To establish and monitor the CIS budget to maintain operational capabilities and ensure continuing evolution of technology implementation;
- To establish and maintain strategic service provider partnerships to provide best-in-class services to the Mission and optimize costs of services through a mix of internal and external resources;
- To coordinate all information technology activities and services, including management services, information systems services, systems administration services, network services, regional support services and communications in the Mission;
- To ensure the implementation and monitoring of information systems security measures to safeguard the Mission critical data and systems from cyber threats;
- To manage contracts and vendor relations related to outsourced/procured goods and services, such as hardware, software, network connectivity services, satellite communication services, internet services, telephony services, expert consultancies and external support services;
- To identify, manage and report the risks arising from the implementation of specific processes, systems, projects under the area of responsibility;
- 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. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, Engineering or other related field; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, including 2 years of experience in the coordination of IT projects.

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;
- Extensive knowledge of current technologies for information systems, networking systems, and communication systems;
- Extensive knowledge of industry best practices in IT strategy, governance, radio and satellite communication technology and cloud services solutions;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience managing technical environments and operating Microsoft Office 365 servers running on the premises or on Microsoft Azure cloud;
- Certified training in industry best practices for IT service management (ITIL) or IT governance (COBIT);
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of organisational technology needs and solutions, with ability to communicate to end users as well as IT and communications specialists.

Position Name: Communication and Information Systems (CIS) Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 130	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/ Mission Support/ Communication and Information Systems	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The CIS (Communication and Information Systems) Officer reports to the Head of CIS (HoCIS).

2. Main Tasks and Responsibilities:

- To provide Communication and Information Systems first-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services;
- To act as the custodian of all Communication and Information Systems assets, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operating System, printer and network connectivity, software functionality, radio network,
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios).

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. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, Engineering or other related fields; **AND**
- A minimum of 4 years relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of computer systems and wired/wireless network technologies e.g. LANs, MANs, WANs;
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services;
- Strong analytical and problem solving skills;
- Drafting and writing skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- System administrator with experience in a predominant Microsoft oriented environment with systems such as: Microsoft Windows Server, Microsoft Exchange Server, Microsoft SharePoint, Microsoft SQL Server, Microsoft Teams / Skype for Business, Microsoft Windows 10, Microsoft Office 365, in possession of relevant official Microsoft certified certificates;
- Experience in the daily management of Office 365 online services;
- Network administrator familiar with MikroTik, Ubiquiti and Cisco hardware, in possession of relevant certified certificates of at least one of the mentioned vendors;
- Experience in the management and administration of Microsoft SharePoint;
- Practical experience with server virtualisation tools such as VMware vSphere 6 or later and/or Microsoft Hyper-V;
- Experience in technically supporting radio communication hardware (digital VHF / HF);
- Experience in technically supporting VSAT systems as also satellite telephony;
- Experience in managing VoIP PABX systems and video teleconferences systems;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to converse in business terms about organisational technology needs and solutions and in technical terms with IT and communications specialist.