#### ANNEX 1 – REQUIREMENTS AND JOB DESCRIPTIONS

# 03-2023 Extraordinary Call for Contribution for the EUCAP Sahel Mali-Regional Advisory and Coordination Cell (RACC)

Organisation:	EUCAP Sahel Mali   MALI Bamako, NIGER Niamey, MAURITANIA Nouakchott   As indicated below   As indicated below		
Job Location:			
Availability:			
Staff Regime:			
Reference	Name of the post	Location	Availability
	Seconded (3 positions)		
RACC 01	Coordinator of the RACC	Nouakchott	ASAP
RACC 09	Senior Civilian crisis management Expert	Niamey	ASAP
RACC 10	Senior Civilian crisis management Expert	Bamako	ASAP

Deadline for	Friday 12/01/2024 at 17:00 Brussels time		
applications:			
	1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:		
	a) You are already registered on Goalkeeper AND you have an EU Login:		
	https://goalkeeper.eeas.europa.eu/registrar/		
	b) You do not have a Goalkeeper account or an EU Login:		
	https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do		
	2) You do not have the nationality of an EU Member State: only seconded nationals of a non-EU		
How to Apply:	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.		
	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		
	For more information relating to selection and recruitment, please contact		
Information:	the Civilian Planning and Conduct Capability (CPCC):		
	Ms. Norie RØNVED		
	cpcc-mali@eeas.europa.eu		

**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 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 as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

**Flexibility and Adaptability** – Candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability - Candidates must be able to undertake any other tasks related with the

competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

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

### II. REQUIREMENTS

### **II.A** Essential Requirements

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

**1. Physical and Mental Health** – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with "Fit to work clearance" procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

### 2. Education and Training

Candidates should have a recognised 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: <u>https://ec.europa.eu/ploteus/content/descriptors-page</u>.

### 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 Defense 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 <u>are strongly advised</u> to verify their proficiency through the following link: <u>https://europa.eu/europass/en/common-european-framework-reference.</u>

*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: <u>https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world</u>.

*Driving Skills* – Candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

#### **II.B** Desirable Requirements

**Knowledge of the Mission area** – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

**Knowledge and Experience of Security Sector Reform -** Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

**Training and Experience** – Candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s), depending on the job tasks and responsibilities. Driving Licence – Category C driving licence.

### **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

**Passport** – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas - EU Member States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries on route to the Mission.

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

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to the European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance.

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

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

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

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

**Personal Protection Equipment** – It is recommended that national authorities provide seconded selected candidates with protection equipment.

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

### **IV. ADDITIONAL INFORMATION**

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

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

**Selection Process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

**Information on the Outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Training – The selected candidates should complete Missionwise and e-SAFE modules, which are

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

**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:	Employment Regime:	Post Category for Contracted:
Coordinator of the Regional	Seconded	
Advisory and Coordination Cell		
Ref. Number:	Location:	Availability:
RACC 01	Nouakchott, Mauritania	As soon as possible
<b>Component/Department/Unit</b> :	Security Clearance Level:	Open to Contributing Third
RACC	EU SECRET	States: No

# 1. Reporting Line

The Coordinator of the Regional Advisory and Coordination Cell (RACC) reports to the Civilian Operations Commander.

### 2. Main Tasks and Responsibilities:

- Manage, coordinate and provide instructions to the experts of the Regional Advisory and Coordination Cell (RACC), which is an EU CSDP action in the five countries of the Sahel, in accordance with operational directives for the RACC in line with the CPCC/CSDP chain of command.
- As the coordinator of an EU CSDP action, to ensure the required RACC contribution on military and security developments to EU CPCC/CSDP structures in their efforts to regularly update PSC and relevant Council working groups.
- To support the EU CSDP outreach to Sahel countries and to ensure the visibility of CSDP action in the region.
- Identify, formulate and regularly report on possible areas for further EU cooperation (in particular European Peace Facility (EPF) and/or CSDP) at national or regional levels, and to formulate proposals (equipment, training, advice, visiting experts, specialized teams).
- Liaise with civilian and military CSDP Missions and EU Member States' representatives present in the Sahel and close neighborhood, in particular to identify and propose additional activities at national or regional levels for civilian and military CSDP Missions and/or EU Member States in the Sahel. Collect information and analyze national and regional initiatives, including bilateral cooperation, in the areas of security and defense.
- Ensure the sharing of information between the experts in the five countries and support the identification of synergies.
- Liaise with all relevant actors as appropriate at regional level (EU Delegations, Member States representatives, regional partners and relevant UN agencies).
- Contribute / act as operational focal point for EUCAP Sahel Mali to comply with administrative and financial procedures regarding the RACC personnel and budget.
- To ensure the discipline of the RACC personnel, including internal investigations.
- To identify, manage and report the risks arising from the specific processes, systems and projects.
- As the coordinator of an EU CSDP action, to promote CSDP in the Sahel region.

### 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 and military education or training or an award of an equivalent rank;

AND

• A minimum of 12 years of relevant professional experience, out of which a minimum of 5 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;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Leadership and management skills
- Understanding of peace stabilisation mechanisms and conflict prevention;
- 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 performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.
- Experience in defense / security / crisis management in complex environments
- Knowledge/experience of EU external cooperation, including EU projects and programs

Position Name:	Employment Regime:	Post Category for Contracted:
Senior Civilian crisis	Seconded	
management Expert		
Ref. Number:	Location:	Availability: As soon as possible
RACC 09	Niamey, Niger	
Component/Department/Unit:	Security Clearance Level:	Open to Contributing Third
RACC	EU SECRET	States: No

# 1. Reporting Line

The Senior Civilian crisis management expert reports to the Coordinator of the Regional Advisory and Coordination Cell (RACC).

### 2. Main Tasks and Responsibilities:

- Within the CSDP framework, to monitor, collect information, analyse and report on developments in terms of security and crisis management, including governance to the Coordinator of the Regional Advisory and Coordination Cell (RACC).
- To contribute to the identification of proposals for EU activities/support in the internal security and crisis management sector in the country of deployment to the Coordinator of the Regional Advisory and Coordination Cell (RACC).
- Advise and facilitate on additional CSDP interventions/support in the country (including visiting experts, specialized teams, ad hoc CSDP support including from EUCAP Sahel Niger and EUCAP Sahel Mali Missions).
- Closely liaise with the CSDP civilian Missions (EUCAP Niger, EUCAP Mali) in the identification of potential CSDP interventions/support.
- Under the specific instructions of the Coordinator of the Regional Advisory and Coordination Cell (RACC) to contribute to analytical/crosscutting work for proposals covering all of the 5 Sahel countries.
- Provide sound security and crisis management expertise, including on EU projects and programmes related to security and crisis management, in close coordination with the Senior Defence Expert.
- Regularly update a country fiche with ongoing projects and programmes in the related field of experience.
- Under the guidance of the EU CPCC/RACC chain of command, to support the implementation of an EU Integrated Approach, through close liaison with the EU Delegation and its teams in particular the Head of Delegation, the Political Section and the Development Cooperation Section.
- Closely liaise with national authorities and under the guidance of the EU CPCC/RACC chain of command, to assist the Head of Delegation in regular dialogue with relevant civilian authorities.
- Maintain necessary contacts and build relationships with relevant counterparts such as EU Member States and international experts (Embassies, implementing partners, UN agencies, civil society...).
- As an EU CSDP action member, to promote CSDP in the Sahel region.

### 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.

#### 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;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Leadership and management skills
- Understanding of peace stabilisation mechanisms and conflict prevention;
- 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 strategic analyses, planning and reporting;
- Familiarity with diplomatic protocols;
- Sound, proven reporting skills;
- Experience/ knowledge of the EU and CSDP civilian operations
- International experience, particularly in crisis areas with multinational and international organisations.
- Experience in defence / security / crisis management in complex environments
- Knowledge/experience of EU external cooperation, including EU projects and programmes

Position Name:	Employment Regime:	Post Category for Contracted:
Senior Civilian crisis	Seconded	
management Expert		
Ref. Number:	Location:	Availability:
RACC 10	Bamako, Mali	
Component/Department/Unit:	Security Clearance Level:	Open to Contributing Third
RACC	EU SECRET	States: No

# 1. Reporting Line

The Senior Civilian crisis management expert reports to the Coordinator of the Regional Advisory and Coordination Cell (RACC).

# 2. Main Tasks and Responsibilities:

- Within the CSDP framework, to monitor, collect information, analyse and report on developments in terms of security and crisis management, including governance to the Coordinator of the Regional Advisory and Coordination Cell (RACC).
- To contribute to the identification of proposals for EU activities/support in the internal security and crisis management sector in the country of deployment to the Coordinator of the Regional Advisory and Coordination Cell (RACC).
- Advise and facilitate on additional CSDP interventions/support in the country (including visiting experts, specialized teams, ad hoc CSDP support including from EUCAP Sahel Niger and EUCAP Sahel Mali Missions).
- Closely liaise with the CSDP civilian Missions (EUCAP Niger, EUCAP Mali) in the identification of potential CSDP interventions/support.
- Under the specific instructions of the Coordinator of the Regional Advisory and Coordination Cell (RACC) to contribute to analytical/crosscutting work for proposals covering all of the 5 Sahel countries.
- Provide sound security and crisis management expertise, including on EU projects and programmes related to security and crisis management, in close coordination with the Senior Defence Expert.
- Regularly update a country fiche with ongoing projects and programmes in the related field of experience.
- Under the guidance of the EU CPCC/RACC chain of command, to support the implementation of an EU Integrated Approach, through close liaison with the EU Delegation and its teams in particular the Head of Delegation, the Political Section and the Development Cooperation Section.
- Closely liaise with national authorities and under the guidance of the EU CPCC/RACC chain of command, to assist the Head of Delegation in regular dialogue with relevant civilian authorities.
- Maintain necessary contacts and build relationships with relevant counterparts such as EU Member States and international experts (Embassies, implementing partners, UN agencies, civil society...).
- As an EU CSDP action member, to promote CSDP in the Sahel region.

### 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.

#### 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;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Leadership and management skills
- Understanding of peace stabilisation mechanisms and conflict prevention;
- 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 strategic analyses, planning and reporting;
- Familiarity with diplomatic protocols;
- Sound, proven reporting skills;
- Experience/ knowledge of the EU and CSDP civilian operations
- International experience, particularly in crisis areas with multinational and international organisations.
- Experience in defence / security / crisis management in complex environments
- Knowledge/experience of EU external cooperation, including EU projects and programmes