

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Mali EUCAP Sahel Mali 2-2024 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union CSDP Mission in Mali			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.	Name of the post	Location	Availability
	<u>Seconded (16 positions)</u>			
	MA 013	Mission Security Officer	Bamako	ASAP
	MA 046	Head of Security Sector Reform (SSR) Component	Bamako	ASAP
	MA 049	Coordinator for MSPC/ISF	Bamako	ASAP
	MA 057	Border Management Adviser	Bamako	25.10.2024
	MA 071	Trainer on Operational Management	Bamako	ASAP
	MA 075	Trainer on Professional Intervention	Bamako	ASAP
	MA 076	Trainer on Criminal Intelligence & Analysis	Bamako	ASAP
	MA 078	Trainer on Human Rights and Gender	Bamako	ASAP
	MA 081	Trainer on Risk and Crisis Management	Bamako	ASAP
	MA 092	Human Rights Adviser	Bamako	ASAP
	MA 093	Gender Adviser (*)	Bamako	01.01.2025
	MA 094	Environmental Adviser	Bamako	ASAP
	MA 098	Mission Analysis Capability (MAC) Analyst (CRC)	Bamako	ASAP
MA 103	Planning and Evaluation Officer	Bamako	ASAP	
MA 105	Reporting Officer	Bamako	ASAP	
MA 106	Senior Coordination and Cooperation Officer	Bamako	ASAP	

Seconded/Contracted (14 positions)				
Job titles/ vacancy notice:	MA 005	Verification Officer	Bamako	ASAP
	MA 008	Human Resources Officer	Bamako	ASAP
	MA 009	Human Resources Officer (**)	Bamako	ASAP
	MA 015	Mission Security Officer	Bamako	ASAP
	MA 016	Mission Security Analysis Officer	Bamako	ASAP
	MA 037	Armed Protection Operator	Bamako	ASAP
	MA 053	Rule of Law/Justice Adviser	Bamako	ASAP
	MA 088	Training of Trainers Officer	Bamako	ASAP
	MA 114	Head of Mission Support Department	Bamako	ASAP
	MA 115	Administration and Travel Officer	Bamako	ASAP
	MA 118	Procurement Officer (**)	Bamako	ASAP
	MA 119	Procurement Officer	Bamako	ASAP
	MA 120	Head of Finance	Bamako	30.09.2024
	MA 129	Head of Communication and Information Systems	Bamako	ASAP
	* Pending the outcome of an extension procedure. ** Pending the outcome of a selection process.			
Deadline for applications:	Friday 04 October 2024 at 17:00 (Brussels time)			
Applications must be submitted to:	<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/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.d <u>o</u></p> <p>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>Please note: <i>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:	For more information relating to selection and recruitment, please contact			

	the Civilian Planning and Conduct Capability (CPCC): Ms Oumou ZÉ cpcc-mali@eeas.europa.eu +32 (0)2 584 45 04
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EUCAP Sahel Mali bears a High Risk Non-Family Mission status due to the present risk rating of the mission area as high, according to the SIAC risk rating table. As such, international seconded and contracted mission members shall at no time receive visits or be habitually accompanied by any family member in the mission area for the duration of their present tour of duty or contract.

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, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the 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 language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of duty/contract period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EUCAP Sahel Mali, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – 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.

Entry visa – The candidates must verify that they will be able to secure an entry visa to the country of assignment, without which their recruitment will not be possible. The Mission reserves the right to reject any applications where the applicant would clearly not comply with the published and known visa requirement/policy of the host country.

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:

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.

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 advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

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).

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 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 advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

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

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

II.B Desirable requirements

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

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

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

Language – Knowledge of 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 – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. 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) and/or professional certificate(s) – 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 taking up their duties.

Required Personnel Security Clearance (PSC) – 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 European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Certificate/booklet of vaccination – 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 – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

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

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

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

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

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

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 putting forward candidates 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-learning>.

HEAT Training - Candidates must have undergone a certified Hostile Environment Awareness Training (four to five days residential training) no more than five years ago.

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.

V. 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 Operational Plan (OPLAN).

SECONDED POSITIONS

Position Name: Mission Security Officer	Employment Regime: Seconded	
Ref. Number: MA 013	Location: Mali - Bamako	Availability: As soon as possible
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 SMSO 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 SMSO on all incidents affecting Mission members;
- To assist the SMSO 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 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 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:

- 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 licence for armoured vehicles or C or C1 Driving licence;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations;
- 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.

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 Senior Coordination and Cooperation Officer 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 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**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- 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 Malian counterpart(s) 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 Malian 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 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;
- 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 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 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 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:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Border Management Adviser	Employment Regime: Seconded	
Ref. Number: MA 057	Location: Mali - Bamako	Availability: 25 October 2024
Component/Department/Unit: Operations Department / Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Border Management Adviser reports to the Head of the Security Sector Reform 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 Malian counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant Malian counterparts/institutions;
- To liaise closely with other Advisers and Trainers as appropriate;
- To support Malian counterparts in the development, adoption and revision of a Border Management strategy;
- To be the key interlocutor in the field of development of policy and strategy of the Internal Security Forces (ISF) involved in border management and migration issues;
- To support the development and implementation of a conceptual and doctrinal framework for the restructuration and reform process in border management;
- To establish and maintain a network with national, regional and international counterparts/institutions involved in border management and migration issues;
- To assess the inter-ministerial and interagency coordination requirements in the field of border management and to advise and support the relevant Malian authorities accordingly;
- To identify and assess the needs of Malian security actors in relation to their tasks in the area of border management;
- To collect and collate statistics about the workload/performance of local counterparts/institutions;
- To ensure compliance with instruction/direction from Mission management;
- To assist the Head of Security Sector Reform in monitoring projects in his/her field of action.

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

5. Essential Knowledge, Skills and Abilities:

- Ability to accompany and motivate local counterparts;
- Knowledge of border management in law enforcement;
- Mediation skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience as Senior Law Enforcement Officer, preferably in an operational unit or structure specialised in border management;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous professional experience in the Sahel / West Africa region.

7. Desirable Knowledge, Skills and Abilities:

- Ability to multi-task;
- Efficient time-management;
- Attention to detail.

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 learnt 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 and/or 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;
- 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 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 learnt 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 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 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;
- 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.

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 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;
- 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 Human Rights and Gender	Employment Regime: Seconded	
Ref. number: MA 078	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Trainer on Human Rights and Gender reports to the Deputy Head of Capacity Building Component/Trainers Team Leader.

2. Main Tasks and Responsibilities:

- To support Malian state authorities in developing training strategies / policies / plans / curricula / training institutions as directed by the Team Leader Trainers;
- To identify required reforms and support to be provided by the Mission, including advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP), 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 train the members of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard - ISF) on principles of international human rights and international humanitarian law and gender and their practical application in the day-to-day activities of the three forces;
- To train future Malian Human Rights and Gender trainers (Train the Trainers) in the fields concerned;
- To identify, in coordination with the Human Rights and Gender Advisors, the Malian ISF training needs in the fields of human rights and gender and develop trainings accordingly;
- To support the integration of human rights and gender principles in all in-service ISF trainings in cooperation with other members of the Capacity Building Component;
- To train and/or provide tactical and operational advice to component leaders;
- 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 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 skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate with 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;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Professional training 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;
- International experience, particularly in crisis areas with multinational and international organizations.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and teamwork skills;
- Organizational, analytical and administrative skills;
- Excellent knowledge of gender equality, Women Peace and Security and Gender Mainstreaming.
- Very good training and pedagogic skills.

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) Malian 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 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;
- 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: Human Rights Adviser	Employment Regime: Seconded	
Ref. number: MA 092	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: No

1. Reporting Line:

The Human Rights Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To advise the Head of Mission on the human rights due diligence framework;
- To ensure all human rights aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To monitor and analyse the human rights situation in the host state and assess their impact on the activities of the Mission
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Mission Gender Adviser, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures (SOPs);
- To provide training to Mission members on human rights mainstreaming and human rights due diligence and contribute to the induction training of Mission's staff members as required
- In close coordination with the Mission's operational components, to advise on the promotion of human rights among Malian state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To direct capacity building efforts on human rights to increase human rights compliance of the Malian state authorities;
- To coordinate with other EU actors in the host state (including EUDEL) in an integrated approach and maintain contacts with other key international stakeholders and local actors in the field of human rights, and to seek opportunities for enhanced coordination and cooperation regarding the Mission's activities related to human rights. This may involve participating in coordination mechanisms and working groups;
- To monitor and analyse the situation of children's rights and children affected by armed conflict.

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 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 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:

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of human rights mainstreaming issues and tools;
- Drafting, analytical and reporting skills;
- Knowledge of investigative and conciliation techniques in human rights;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position Name: Gender Adviser (*)	Employment Regime: Seconded	
Ref. number: MA 093	Location: Mali - Bamako	Availability: 01.01.2025
Component/Department/Unit: Chief of Staff	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

* Pending the outcome of an extension procedure.

1. Reporting Line:

The Gender Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender equality, gender mainstreaming and Women, Peace and Security (WPS) related dimensions;
- To advise on gender mainstreaming processes, promote and facilitate the integration of a gender perspective within the functioning of the Mission as well as in the analysis, planning and conduct of Mission's activities, in line with the Civilian Operations Commander Instructions and Operational Guidelines related to gender mainstreaming/WPS;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and the implementation of the UN Security Council Resolutions on WPS;
- To regularly conduct systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- In coordination with the Mission's operational components, advise on the promotion of gender equality and gender responsive policy among Malian state authorities in order to ensure that these aspects are integrated while being consistent with the Mission's Implementation Plan;
- To develop the Mission internal Gender Strategy and Action Plan and coordinate the Mission gender focal point network;
- To be up to date on the situation related to gender equality and the implementation of the WPS agenda in the host state;
- To advise on the development and content of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating a gender perspective;
- To maintain contacts with key international stakeholders (including EUDEL, UN Women, UNFPA) and local actors in the field of gender and security, and to seek opportunities for enhanced coordination and cooperation regarding the Mission's activities related to gender. This may involve participating in coordination mechanisms and working groups;
- To support the induction training and organise thematic gender trainings for Mission's staff members as required;
- To work proactively ensuring that the Mission leadership and key staff are up to date with the gender related situation and developments in the Mission area;
- To support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda;
- To work closely together with the Mission's Human Rights Adviser to ensure coordination of the

cross-cutting human rights and gender related issues.

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 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:

- Analytical skills and knowledge of conducting gender analysis;
- Communications skills;
- Training 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 advising senior management;
- Experience of conducting training in the area of gender equality and gender mainstreaming;
- Successfully completed one of the established training courses for gender advisers.
- Experience in developing projects, and to integrate a gender perspective into projects;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Thorough knowledge of gender mainstreaming issues and tools, particularly in a post-conflict environment/Security Sector Reform process;
- Ability to work independently with minimum supervision;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- A solid understanding of the role of the civil society.

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 Head of Mission and is administratively line managed by 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 Mission's 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 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. Bachelor's Degree. The qualification should be in any of the fields of environmental health, environmental science, Natural Resources Management, sustainability approaches or other related field; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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;
- Knowledge of climate footprint analysis, green engineering, environmental management systems, environmental assessments etc.;
- 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 -and the environment, climate and 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: Mission Analytical Capability (MAC) Analyst / Core Responsiveness Capacity (CRC) Member	Employment Regime: Seconded	
Ref. Number: MA 098	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission and is administratively line managed by the Chief of Staff. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons 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. Core Responsiveness Capacity Tasks and Responsibilities:

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

5. Essential Qualifications and Experience:

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

6. Essential Knowledge, Skills and Abilities:

- Handling, processing, analysis and presentation of information from various sources;
- Analytical skills and knowledge of information collection;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills; Writing and reporting skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

7. Desirable Qualifications and Experience:

- Master's degree in any of the fields of Political Science, International Relations, or other related fields;
- Experience in use of analytical IT packages and processes;
- Successful completion open-source intelligence courses;
- Analytical experience gained through work for a governmental agency or similar;
- Experience in analysing hybrid threats and other emerging threats;
- International experience, particularly in crisis areas with multi-national and international organisations.

8. Desirable Knowledge, Skills and Abilities:

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

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: MA 103	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 Planning, Reporting and Evaluation.

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 the Head of Planning, Evaluation and Reporting section, if needed.

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 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 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:

- 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 105	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.

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 the Head of Planning, Evaluation and Reporting section, if needed.

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; **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: Senior Coordination and Cooperation Officer	Employment Regime: Seconded	
Ref. Number: MA 106	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff/Coordination Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Senior Coordination and Cooperation Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To facilitate the interaction between the Mission members on one hand and bilateral and multilateral actors on the other, in their respective areas of expertise and activity;
- To lead, direct and manage the work and staff of the Coordination Office, in accordance with the OPLAN and relevant policy documents;
- To supervise the input of the Coordination office to the development and regular updating of the Mission Implementation Plan;
- To support the Mission's contribution to the EU integrated approach by ensuring close coordination, dialogue and appropriate cooperation with all EU actors, including by taking part in EU coordination and relevant Team Europe Initiative meetings;
- To ensure that the Mission is able to take strategic decisions that optimize its impact, to ensure that the Mission has an overview of relevant national strategies and plans for coordination of technical and financial partners by following their activities and dynamics in sectors relevant to the Mission;
- To ensure that the Mission understands and takes into consideration the roles and mandates of other international institutions and seeks complementarities and synergies as appropriate;
- To represent the Mission in relevant coordination fora, such as the Instance de Coordination au Mali sur la sécurité intérieure, the Groupe exécutif de Coopération, and relevant working groups;
- To ensure that the Mission fulfils its role as co-chair of the thematic dialogue group on internal security;
- To support the Mission's contribution, as part of the EU regional approach, notably by providing information on the activities implemented by other international actors in support of the Malian ISF;
- To ensure coherence and coordination of Mission's contacts with international actors;
- To conduct missions in-country and in the region, as required;
- To supervise the contribution of the Coordination Office to the Mission's internal and external reporting following the benchmarking criteria, and assess the consistency and sustainability of Mission's operational activities over time; to provide recommendations for the improvement of Mission's performance;
- To identify, manage and report on risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To contribute to the induction training of Mission's 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 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; **AND**
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum 3 years at management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge international donors and funding instruments;
- Knowledge in operational analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- 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 experience of leading multi-thematic and multi-layered programmes related to Security Sector/Rule of Law reform process;
- Experience in coordination, international cooperation, operational analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's Degree in international relations, management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Ability to engage with senior officials/governmental level decision makers;
- Ability to tailor communications to the audience; diplomatic tact and protocol;
- Mediation and negotiation skills.

SECONDED/CONTRACTED POSITIONS

Position Name: Verification Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 005	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Verification Officer reports to the Head of Mission and is independent of the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To execute ex-ante checks put in place by the Authorising Officer, in coordination with Finance, Procurement and Human Resources Units and other Mission Units;
- To ensure each expense is in line with criteria of eligibility and requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To inform project managers/task officers on the authorising and validation process;
- To contribute to the training of Mission members 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 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:

- Analytical, research and problem-solving skills;
- Proficiency in at least one accounting software and Microsoft applications especially Excel;
- Attention to detail and ensure reliability and accuracy in the delivery of tasks;
- 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 economics/business or public administration / management / accounting or other related field;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge and/or experience in strategic management and/or public administration.

Position Name: Human Resources Officer (2 posts)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 008 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

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

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 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:

- 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: Mission Security Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 015	Location: Mali - Bamako	Availability: As soon as possible
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 SMSO 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 SMSO on all incidents affecting Mission members;
- 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;
- 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 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 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 licence for armoured vehicles or C or C1 Driving licence;
- Successful completion of a UN 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.

Position Name: Mission Security Analysis Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. Number: MA 016	Location: Bamako	Availability: As soon as possible
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 Analyst Officer (MSAO) reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

- To assist the Mission Security Officer to collect/process information and update the contingency plans for implementation in emergencies that require relocation/evacuation of Mission members;
- 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 assist the Senior Mission Security Officer in the development, implementation, and updating of the Mission Security Plan, as well as supporting security and safety instructions and procedures;
 - To assess the security situation and to analyse all relevant information;
 - To produce incident and travel security advisories;
 - To prepare daily, weekly, monthly security working papers, and other reports as required;
 - To produce long-term assessments and forecasts of the security situation;
 - To assist the Senior Mission Security Officer in maintaining continuity of security information analysis;
 - To gather comprehensive information regarding events/actions that may affect the safety and security of Mission members and assets within the Mission area, generate reports and make recommendations;
 - To conduct risk analysis' and threat assessments on security developments for persons and assets;
 - To provide briefings to new Mission members on the security situation and ensure all members are prepared for emergencies;
 - To ensure the quick dissemination of security related information;
 - To assist and support the Information Security Officer in the management of EU Classified Information and security clearances;
 - To deputise in the absence of the Information Security Officer as required;
 - To perform security reviews of personal protective security equipment, transport and residences and Mission offices;
 - To liaise and cooperate closely 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 provide timely, precise and accurate reports, analyses.

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 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**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, out of which a minimum of 2 years of experience in security analysis;

5. Essential Knowledge, Skills and Abilities:

- Ability to contribute to the development of security policies and procedures;
- Reporting skills;
- Presentation skills (preparing and delivering presentations);
- 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:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- International experience, particularly in crisis areas with multinational and international organisations;
- Firearms trained;
- Authorised to carry and issued a personal weapon, used for purposes of self-defence;
- 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.

Position Name: Armed Protection Operator	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level (MSAL)
Ref. Number: MA 037	Location: 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:

- 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 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 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 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.
- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework.

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 licence for armoured vehicles or C or C1 driving licence;
- 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: 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 (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 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 Staff - Management Level (MSML)
Ref. Number: MA 088	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department / Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Professional Qualification/Certification as Trainer of trainers;
- Experience in designing and delivering training to trainers;
- A minimum of 5 years of experience as trainer of trainers with at least 2 years in law enforcement institutions;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support Malian reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Mission Support Department	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: MA 114	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office/ Mission Support Department	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 – Missions Operational Support Division (CPCC.4) and the Service for Foreign Policy Instruments (FPI), in particular with the corresponding FPI.6 project 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 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**
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience, 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: 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 request for offers (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 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:

- 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: Procurement Officer (2 posts)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 118 (**) MA 119	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support/Procurement	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

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

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 provide assistance to other Mission units related with all contracting and procurement matters and procedures;
- To develop professional relationships and work partnership with European Commission and other actors in Brussels involved in the 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 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**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

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;
- Knowledge of current technologies used for Procurement like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

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: Head of Finance	Employment Regime: Seconded / Contracted	Post Category for Contracted: Expert Level
Ref. Number: MA 120	Location: Mali - Bamako	Availability: 30 September 2024
Component/Department/Unit: Mission Support/ Finance	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Finance Unit;
- 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 policies and procedures;
- To define procedures for accounts, payments, petty cash, claims and other financial functions in a multicurrency system;
- To approve financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting;
- To limit financial risk by taking action and evaluate the local banking infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the relevant supervising authorities and all other relevant actors;
- To ensure that external audits are carried out and their recommendations implemented;
- To coordinate the preparations for the Missions' budget mandate, and liaise with Civilian Planning and Conduct Capability and the Service for Foreign Policy Instruments;
- To identify goods and services required to improve the efficiency of the unit and define the technical requirements for procurement;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects, including physical and electronic security of funds, and active, archived documents and transactions;
- 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 implement and monitor internal financial controls: establish and enforce robust financial controls to prevent errors, fraud, and inefficiencies, ensuring the integrity and transparency of all financial operations.

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**
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 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;
- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- University and/or Master's degree in Economics/Finance/Banking/Accounting and/or specialised training/course in finance/accounting or other related field;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- N/A.

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: As soon as possible
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.