



## EUROPEAN EXTERNAL ACTION SERVICE

**Annex 1**

<b>European Union Capacity Building Mission in Mali</b> <b>EUCAP Sahel Mali</b> <b>1-2025 Extraordinary Call for Contributions (EO CfC)</b> Requirements and Job Descriptions				
<b>Organisation:</b>	European Union Capacity Building Mission in Mali			
<b>Job location:</b>	As indicated below			
<b>Employment regime:</b>	As indicated below			
<b>Job titles/ vacancy notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (8 positions)</u></b>			
	MA 002	Deputy Head of Mission	Bamako	07 November 2025, for 12 months with the possibility of extension, and non-permanent deployment
	MA 010	Human Resources Officer	Bamako	01 September 2025, for 12 months with the possibility of extension, and non-permanent deployment
	MA 050	Criminal Investigation Adviser	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	MA 055	Forensics Direction Adviser	Bamako	01 August 2025, for 12 months with the possibility of extension, and non-permanent deployment
	MA 088	Mission Analysis Capability (MAC) Analyst	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	MA 092	Reporting Officer	Bamako	16 July 2025, for 12 months with the possibility of extension, and non-permanent deployment
	MA 095	Coordination and Liaison Officer EUDEL(*)	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	MA 096	Head of Projects	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment

<b><u>Seconded/Contracted (3 positions)</u></b>			
MA 039	Medical Adviser(**)	Bamako	ASAP until 31 January 2026, with the possibility of extension, and non-permanent deployment
MA 114	Head of Communication and Information Systems (CIS)	Bamako	ASAP until 31 January 2026, with the possibility of extension, and non-permanent deployment
MA 115	Communication Assistant	Bamako	ASAP until 31 January 2026, with the possibility of extension, and non-permanent deployment
<b>Deadline for applications:</b>	<b>Friday, 01 August 2025 at 17:00 (Brussels time)</b>		
<b>Applications must be submitted to:</b>	<p><b>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b>  <b>a) You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a>  <b>b) You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></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><b>Please note:</b> <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>		
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the  Civilian Operations Headquarters (CivOpsHQ)  Personnel Division:  <a href="mailto:civopshq-hr-eucap-sahel-mali@eeas.europa.eu">civopshq-hr-eucap-sahel-mali@eeas.europa.eu</a>  <b>+32 (0)2 584 34 16</b></p>		

(\*) Pending the outcome of the selection procedure

(\*\*) Availability of the post is subject to confirmation of end of mission

### High Risk Non-Family Mission

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.

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 application 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 failure of the selection process or 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 failure of the selection process or 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) or Certificate of Good Conduct** – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent national Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called **Certificate of good conduct**).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the **Certificate of good conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

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.

**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 EUCAP Sahel Mali is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EUCAP Sahel Mali 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 CivOpsHQ 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-learnings>.

**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 CivOpsHQ, 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 POSITION(S)**

<b>Position Name:</b> Deputy Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 002	<b>Location:</b> Mali - Bamako	<b>Availability:</b> 17 November 2025
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **1. Reporting Line:**

The Deputy Head of Mission (DHoM) reports to the Head of Mission (HoM).

### **2. Main Tasks and Responsibilities:**

- To deputise and represent the Head of Mission as required;
- To lead and participate in the development of the overarching Mission policy and implementation strategy;
- To participate in the development and overall planning of the Mission activities and the development of Mission reports in cooperation with the Chief of Staff;
- To participate in the implementation of the Mission mandate following up on operational activities, with due respect to the core function of the Head of Operations;
- To support the Head of Mission in the duty of care of Mission members and contribute as required;
- To support the advancement of Human Rights and Gender related aspects with relevant Mission internal and external stakeholders, including civil society actors, in close coordination with the Mission's Human Rights and Gender advisers;
- To support the Mission efforts to coordinate and collaborate with EU representatives (notably EU Delegations, military Common Security Defence Policy (CSDP) Missions and Operations and EU Justice and Home Affairs agencies), Member States and other international actors in line with the integrated approach;
- To support the operationalisation and integration of environmental and climate aspects within the Mission, in close coordination with the Mission's Environmental Adviser;
- To support the Head of Mission in delivering strategic communications including targeted work on disinformation;
- To fulfil the role of responsible authority in the framework of the Code of Conduct and take disciplinary decisions in the first instance;
- To ensure Mission Standard Operating Procedures are developed, implemented and periodically reviewed;
- To lead and support in collaboration with the Chief of Staff and Head of Human Resources processes related to staff survey, staff satisfaction and overall well-being of staff;
- To contribute to the training of Mission members;
- To provide instructions and review reports delegated by the Head of Mission;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### **3. General Tasks and Responsibilities:**

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



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

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- a minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior 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;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- 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;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Experience in leadership and management;
- Experience in human resources management;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations;
- Understanding of strategic and operational considerations for the design of national security sector related reforms.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ability to interact with diverse group of personnel from different countries and work cultures;
- Knowledge in project design and management;
- Good knowledge of frameworks and mechanisms for European Union CFSP and CSDP.

<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 010	<b>Location:</b> Mali - Bamako	<b>Availability:</b> 01 September 2025
<b>Component/Department/Unit:</b> Head of Mission Office/Human Resources Section	<b>Security Clearance Level:</b> EU RESTRICTED (Criminal Record required)	<b>Open to Contributing Third States:</b> Yes

## 1. Reporting Line:

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

## 2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources Office;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Human Resources Point of Contact in CivOpsHQ 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 Operations Headquarters (CivOpsHQ)
- 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 CivOpsHQ, 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 CivOpsHQ 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 CivOpsHQ 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 CivOpsHQ;
- To liaise with the Finance Unit on Human Resources' budget and obligations;
- To prepare documentation for Procurement actions regarding contracts to be managed by Human Resources Office;

- To contribute to the elaboration of Standard Operation Procedures and regulatory frameworks;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To advise and assist staff members concerning human resources policies and procedures;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

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

<b>Position Name:</b> Criminal Investigation Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 050	<b>Location:</b> Mali - Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations / Security Sector Reform Component	<b>Security Clearance Level:</b> EU RESTRICTED (Criminal Record required)	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Criminal Investigation Adviser reports to the Head SSR component.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring Malian counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the Malian counterpart in the area of responsibility;
- To be embedded within the Malian institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant Malian counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support Malian authorities in developing training strategies / policies / plans / curricula / institutions as directed by the Line Manager;
- To develop, with the relevant advisers, a training curriculum in the field of Criminal Investigation with a special focus on terrorism;
- To collect and collate statistics about the workload/performance of Malian counterparts;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular update of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on criminal investigations with a special focus on terrorism;
- To assist the relevant advisers to support the development of performant criminal investigations services and units within the Malian Internal Security Forces through training and accompanying actions;
- To design and deliver specific training modules on criminal investigations with a special focus on terrorism;
- To contribute to the training of (future) Malian ISF trainers in criminal investigations with a special focus on terrorism topics (train the trainers);
- To contribute to the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.

### 3. General Tasks and Responsibilities:

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

responsibility;

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

**4. Essential Qualifications and Experience:**

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

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor, advise and motivate Malian counterparts;
- Presentation skills;
- Innovative thinking;
- Ability to plan, multitask and manage time effectively;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

**6. Desirable Qualifications and Experience:**

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

**7. Desirable Knowledge, Skills and Abilities:**

- N/A

<b>Position Name:</b> Forensics Direction Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 055	<b>Location:</b> Mali - Bamako	<b>Availability:</b> 01 August 2025
<b>Component/Department/Unit:</b> Operations Department / Security Sector Reform Component	<b>Security Clearance Level:</b> EU RESTRICTED (Criminal Record required)	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Forensics Direction Expert reports to the Head of Security Sector Reform (SSR) Component.

### 2. Main Tasks and Responsibilities

- Support Malian counterparts in the Internal Security Forces (ISF), notably the Direction générale de la Police technique et scientifique (DGPTS); the Brigade d'Investigation Judiciaire; and the Gendarmerie Division Enquêtes criminelles et délictuelles, in the fight against impunity;
- Support Malian counterparts in drafting, validating and implementing an operational master plan defining the mechanisms and tools for coordination and cooperation in the field of the Forensics (Police Technique et Scientifique, PTS);
- Support the coordination between Malian specialized investigation services;
- Support the training of Judicial Police personnel in the priority areas of the PTS;
- Support Malian counterparts in the operationalisation of a national technical-scientific analysis laboratory;
- Develop and maintain contacts and coordinate activities and advice with other partners working in the field of forensics;
- 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;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the Malian counterpart in the area of responsibility;
- To be embedded within the Malian institution, security permitting;
- To collect and collate statistics about the workload/performance of Malian counterparts;
- To maintain necessary contacts and build relationships with relevant Malian counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police or/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 and motivate Malian counterparts;
- Knowledge of forensic laboratory analysis technique and applications;
- Knowledge of criminal law;
- Knowledge of the theory and application of forensic sciences, statistics, and evidence preservation processes relates to modern forensic laboratory techniques, practices, and procedures;
- 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 in engaging with senior officials/ governmental level decision makers;
- Teamwork capabilities;
- Experience as law enforcement officer;
- Experience of designing and delivering training;
- Experience in project management.

**7. Desirable Knowledge, Skills and Abilities:**

- Problem solving skills;
- Skill in explaining scientific procedures and results to a layperson in understandable terms;
- Skill in maintaining a good rapport with criminal justice personnel;
- Skills to adapt new and emerging technologies to solve business and operational needs;
- Knowledge of the SEEK Avenger System.

<b>Position Name:</b> Mission Analysis Capability (MAC) Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 088	<b>Location:</b> Mali - Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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.

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

### 4. Essential Qualifications and Experience:

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



**5. Essential Knowledge, Skills and Abilities:**

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

**6. Desirable Qualifications and Experience:**

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

**7. Desirable Knowledge, Skills and Abilities:**

- French language skills: minimum level B1/B2 (Independent User);
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Knowledge of the regional context.

<b>Position Name:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 092	<b>Location:</b> Mali - Bamako	<b>Availability:</b> 16 July 2025
<b>Component/Department/Unit:</b> Chief of Staff Office/Planning, Evaluation and Reporting Section	<b>Security Clearance Level:</b> EU RESTRICTED (Criminal Record required)	<b>Open to Contributing Third States:</b> 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 Malian 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 learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

### 5. Essential Knowledge, Skills and Abilities:

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding;
- 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:**

- French language skills: minimum level B1/B2 (Independent User);
- 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.

<b>Position Name:</b> Coordination and Liaison Officer EUDEL*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 095	<b>Location:</b> Mali - Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Chief of Staff/ Coordination Office	<b>Security Clearance Level:</b> EU RESTRICTED (Criminal Record required)	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

**5. Essential Knowledge, Skills and Abilities:**

- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Strong planning and coordination, as well as writing skills;
- Strong communication and interpersonal skills;
- Analytical thinking and problem-solving skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

**6. Desirable Qualifications and Experience:**

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

**7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position Name:</b> Head of Projects	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 096	<b>Location:</b> Mali - Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU RESTRICTED (Criminal Record required)	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Head of Projects reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework

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

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

**5. Essential Knowledge, Skills and Abilities:**

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

**6. Desirable Qualifications and Experience:**

- Experience in planning, implementation and evaluation of projects;
- Project management qualification, such as APM, PPM, PRINCE2, PM2 or equivalent;
- International experience, particularly in crisis areas with multinational and international organizations.

**7. Desirable Knowledge, Skills and Abilities:**

- French language skills: minimum level B1/B2 (Independent User);
- Knowledge in Security Sector/Rule of Law reform;
- Knowledge of EU Procedures and Financial Regulations.

## **SECONDED/CONTRACTED POSITION(S)**

<b>Position Name:</b> Medical Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> MA 039	<b>Location:</b> Mali – Bamako	<b>Availability:</b> Availability of the post is subject to confirmation of end of mission
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Medical Unit	<b>Security Clearance Level:</b> EU RESTRICTED (Criminal Record required)	<b>Open to Contributing Third States:</b> No

### **1. Reporting Line:**

The Medical Adviser reports to the Senior Mission Security Officer via the Senior Medical Adviser.

### **2. Main Tasks and Responsibilities:**

- Mobility – If required to work from any of the missions operating bases;
- To gather all information related to medical support for the mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both local health service and others and regularly issue an updated list of available MTF in the areas of operation;
- To assist, support and provide guidance to the Senior Medical Adviser (SMA) on all medical, admin and welfare matters as required;
- To act as a focal point for the Mission Critical Incident Staff Assistance/Peer support programme and psychosocial/welfare matters;
- To deputise for the Senior Medical Adviser in his / her absence;
- To provide medical guidance to all mission members (national and international) and to liaise with Finance and Human Resource staff on sick leaves, as appropriate – both in and out of theatre;
- To respond to medical incidents and emergencies on a 24/7 basis and provide regular emergency cover on a duty roster;
- To monitor the epidemiological and overall medical situation in theatre, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To support the SMA in coordinating medical evacuations and assist in providing medical support during evacuation/repatriation, including escorting staff members out of theatre; advise evacuees on the requirements for evacuation;
- As instructed by the SMA to take on responsibility for any task or function within the Medical Unit, such as everyday medical activities including; daily routines, hygiene measures, maintaining of the pharmacy, ordering and procurement of medication, services and other supplies, stocktaking or management of the on-call roster;
- Maintain meticulous medical and statistical records on all patient assessments, treatment and care, prescription of medicine;
- To maintain essential equipment in an operational state, such as ensuring the contents of all Mission First Responder and Trauma Kits are correct and up-to date, medical equipment is tested and functional;
- To prepare and perform medical briefings and training for all new and existing staff members as required by the SMA;
- Compose any report or conduct any research on medical matters as required;



- Under the leadership of the SMA support the co-ordination and development of plans, procedures and policies on all medical issues and health matters related to the provision of medical support to the Mission, including relevant contingency plans as directed and tasked by the SMA;
- To provide medical care and advice to mission members as appropriate;
- To act as a first responder in providing basic life trauma response and treatment during incidents;
- To liaise with other relevant health care providers to coordinate the provision of care and assessment of the quality of primary and specialist care in theatre to mission members;
- To liaise with international civilian and non-governmental humanitarian and support agencies in theatre when required or instructed by SMA.

### **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 in medicine of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 **OR** 7 in the European Qualifications Framework **OR** a qualification of the first cycle **OR** second cycle under the framework of qualifications of the European Higher Education Area e.g. Medical Doctor **OR** Bachelor's Degree in Nursing; and a minimum one-year post-graduate qualification attested by diploma in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care; **AND**
- A minimum of 4 years relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care, out of which 2 years at management level or in the field of medical planning and administrative procedures, after fulfilling the educational requirements;
- Have a license to practice medicine as a Doctor of Medicine **OR** Licensed Nurse **AND**;
- After having fulfilled the educational requirements, a minimum of 4 years of relevant professional experience as follows:
  - a minimum of 3 years of clinical experience, e.g. A&E (Acute and Emergency Care) or Pre-hospital Emergency Care or Anaesthesia/Intensive Care or Primary Care or equivalent;
  - a minimum of 1 year of relevant professional experience in the field of medical management, planning and administrative procedures;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

### **5. Essential Knowledge, Skills and Abilities:**

- Highly resilient and willing to work extra hours when required;
- 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 organising and conducting MEDEVAC operations. Advanced Trauma Life Support (ATLS) provider course;
- Major Incident Medical Management and Support (MIMMS) course;
- Advanced Cardiac Life Support (ACLS/AHA) **OR** Advanced Life Support (ALS/ERC) course, minimum provider level;
- Pre-Hospital Trauma Life Support (PHTLS) course, minimum provider level;
- Basic Life Support/ Cardio Pulmonary Resuscitation (CPR) – instructor course;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Knowledge of tropical medicine;

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

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the Mission area of operation.

<b>Position Name:</b> Head of Communication and Information Systems (CIS)	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level
<b>Ref. Number:</b> MA 114	<b>Location:</b> Mali - Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/CIS	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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 Operations Headquarters (CivOpsHQ.4);
- 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;
- 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;
- Capacity to analyse complex information, to consider options in a clear and structured way, and to propose solutions for implementation;
- French language skills: minimum level B1/B2 (Independent User).

<b>Position Name:</b> Communication Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> MA 115	<b>Location:</b> Mali - Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/CIS	<b>Security Clearance Level:</b> EU RESTRICTED (Criminal Record required)	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Head of CIS;
- To plan, implement and maintain the radio communication systems in use by the mission;
- To assist with the deployment, testing, and maintenance processes of other standard CIS hardware, software, systems, and peripherals;
- To assist in performing problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS sections on the implementation of approved CIS change management requests through standardised release management procedures;
- To assist in designing the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To assist in designing and deploying departmental training activities including user training programs in support of new technologies and procedures;
- To assist in the design and implementation, management, and maintenance of CIS telecommunication systems;
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To assist with the deployment, installations, maintenance, and support of all data centre equipment, servers, software, and services in the Mission;
- To assist in planning, implementing, and maintaining data recovery tools, business continuity measures, and disaster recovery measures, ensuring high availability of Mission-critical data centre services throughout the Mission;

### 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 a minimum level of secondary education attested by a diploma giving access to post-secondary education and a professional training or certification in a CIS related field; **AND**
- A minimum of 3 years of professional experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Knowledge in current Microsoft Windows client operating systems, and current Microsoft Office

applications;

- Hands-on experience in troubleshooting IT hardware and software issues;
- English language skills: minimum level B1 (Independent User).

#### **6. Desirable Qualifications and Experience**

- Knowledge of technologies with wired and wireless networks e.g. LAN, WAN;
- Previous experience with radio communications systems, satellite communication, positioning/navigation technologies;
- Experience in radio installations and maintenance on towers / radio cabling in buildings, experience with digital trunked networks especially DMR.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of current Windows Server operating systems;
- Practical knowledge in supporting users on Microsoft Office 365;
- French language skills: minimum level B1 (Independent User).