

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

| European Union Capacity Building Mission in Mali (EUCAP SAHEL MALI) 1-2026 Call for Contributions Requirements and Job Descriptions | | | | |
|--|---|--|------------------|----------------------|
| Organisation: | European Union Capacity Building 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 (25)</u> | | | |
| | MA 003 | Chief of Staff | Bamako | ASAP |
| | MA 010 | Human Resources Officer | Bamako | ASAP |
| | MA 044 | Senior Ministerial Adviser on Human Resources | Bamako | ASAP |
| | MA 046 | Senior Internal Security Forces Adviser - Police | Bamako | ASAP |
| | MA 048 | Border Management Adviser | Bamako | ASAP |
| | MA 057 | Internal Security Forces (ISF) Interactions with Civil Society Adviser | Bamako | ASAP |
| | MA 058 | Head of Capacity Building Component | Bamako | ASAP |
| | MA 061 | Trainer on Interoperability | Bamako | ASAP |
| | MA 062 | Trainer on Deontology | Bamako | ASAP |
| | MA 064 | Trainer on Professional Intervention | Bamako | ASAP |
| | MA 065 | Trainer on Criminal Intelligence and Analysis | Bamako | ASAP |
| | MA 066 | Trainer on Organised Crime Investigation | Bamako | 20 April 2026 |
| MA 067 | Trainer on Human Rights and Gender | Bamako | ASAP | |

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|---|--|--|--------|---------------|
| | MA 068 | Trainer on Crime Scene management | Bamako | ASAP |
| | MA 069 | Trainer on Border Management | Bamako | ASAP |
| | MA 070 | Trainer on Risk and Crisis Management | Bamako | ASAP |
| | MA 071 – MA 072 | Training Adviser | Bamako | ASAP |
| | MA 073 | Advanced Training Adviser | Bamako | ASAP |
| | MA 074 | Senior National Training Centre Adviser - National Police | Bamako | ASAP |
| | MA 076 | Training of Trainers Officer | Bamako | ASAP |
| | MA 084 | Press and Public Information Officer | Bamako | ASAP |
| | MA 091 | Planning and Evaluation Officer | Bamako | ASAP |
| | MA 094 | Senior Coordination and Cooperation Officer | Bamako | 28 April 2026 |
| | MA 098 | Project Works and Services Officer | Bamako | ASAP |
| | <u>Seconded/Contracted (4)</u> | | | |
| | MA 009 | Human Resources Officer | Bamako | ASAP |
| | MA 039 | Medical Adviser | Bamako | ASAP |
| | MA 114 | Head of Communication and Information Systems | Bamako | ASAP |
| | MA 115 | Communication Assistant | Bamako | ASAP |
| Deadline for applications: | Friday, 20 March 2026, 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.do</p> <p>2) You do not have the nationality of an EU Member State: Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding</i></p> | | | |

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| | <i>Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i> |
| Information: | <p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p style="text-align: center;">Ms. Cristina PILATO CIVOPSHQ-HR-EUCAP-SAHEL-MALI@eeas.europa.eu +32 (0)2 584 62 12</p> |

Please note that the Country Threat Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

High/Critical Threat Non-Family Mission

European Union Capacity Building Mission in Mali bears a High/Critical Threat Non-Family Mission status due to the present threat rating of the mission area as high/critical. 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 ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Seconded personnel from Contributing Third States – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Contracted personnel – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and that there is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

Specificities for high or critical threat missions

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission (“cooling off period”) at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve month deployment, will not be eligible.

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 Operation 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.

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) 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 (CivOpCdr 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 and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims 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 via 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/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. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

The Privacy Statement is available on the EEAS website.

V. JOB DESCRIPTIONS

SECONDED POSITIONS (25)

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|---|---|---|
| Position Name: Chief of Staff | Employment Regime: Seconded | |
| Ref. Number: MA 003 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Head of Mission Office | Security Clearance Level: EU SECRET | Open to Contributing Third States: NO |

1. Reporting Line:

The Chief of Staff reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To supervise the Head of Mission Office and the Chief of Staff office, including the following sections/units: Planning, Reporting and Evaluation, Coordination, Press and Public Information, Mission Analytical Capability, Brussels support elements;
- To supervise also the thematic advisers (legal, political, human rights, gender and environment);
- To manage the Mission headquarters functions ensuring all aspects are globally considered for Head of Mission decision-making and for the analysis of the internal reporting of Mission activities;
- To ensure all Mission activities are consistently planned, supported and executed in a qualitative manner;
- To organise the regular senior management team meetings, all staff meetings, periodic Mission implementation meetings;
- To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political and security situation in the Mission area;
- To ensure liaison and coordination are maintained with the EU Delegation, EU member states and the EU Special Representative office;
- To ensure liaison and cooperation are maintained with the Malian authorities as well as with governmental and non-governmental organisations and other national or international stakeholders;
- To ensure Mission Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To contribute to the training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma
- **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 10 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:

- Exercise collaborative, sound and effective leadership;
- Manage, mentor and motivate a professionally diversified and multicultural team;
- Establish, plan, and review priorities;
- 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;
- Performance and change management;
- Strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

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

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| Position Name: Human Resources Officer | Employment Regime: Seconded | |
| Ref. Number: MA 010 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Head of Mission Office/Human Resources Section | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: NO |

1. Reporting Line:

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

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 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:
 - preparing selection reports;
 - managing vacancies and applications;
 - advising and training selection panels;
 - 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 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 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 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 Finance Unit on Human resources budget and obligation;
- 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.

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| Position Name: Senior Ministerial Adviser on Human Resources | Employment Regime: Seconded | |
| Ref. Number: MA 044 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations Department/Security Sector Reform Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

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

2. Main Tasks and Responsibilities

- To support the development of an efficient human resources management policy, leading to the validation and implementation of legislative and regulatory texts pending with the competent Ministries;
- To support the development of a human resources (HR) action plan and a reference for professions/ qualifications and ensure their consolidation in legislative and regulatory texts;
- To support the design, deployment and implementation of human resources management systems, leading to the registration of all Internal Security Forces (ISF) personnel administered by the competent Ministries;
- To manage meetings and/working groups of representatives from different institutions and organisations;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring the Malian counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the Malian counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant Malian counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To ensure compliance with instructions/directions from Mission management;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a

qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank. **AND**

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

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| Position Name: Senior Internal Security Forces Adviser - Police | Employment Regime: Seconded | |
| Ref. Number: MA 046 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations Department/Security Sector Reform Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To be the key interlocutor for the Malian National Police at the level of the General Staff and the different directions, with a key focus on the direction of personnel, finances and logistics and the internal inspection service;
- In collaboration with the Mission's Senior Ministerial Adviser on Human Resources, to support the drafting of a human resources (HR) action plan and to support the development of an efficient human resources management policy in the National Police;
- To ensure that a reference for professions/qualifications is drawn up for the National Police, and ensure their consolidation in legislative and regulatory texts with an eye to mainstreaming gender equality and human rights considerations;
- To support the registration of all National Police personnel in the relevant HR and Logistics management systems;
- To identify gaps in existing legislative and regulatory texts relating to the logistics management of the National Police;
- In collaboration with the Senior Ministerial Adviser on Logistics, to organise workshops and seminars on logistics related issues with Malian and international partners to jointly analyse and identify gaps and needs, as well as appropriate responses;
- Jointly with other relevant advisers and trainers, to identify training and advising needs of the National Police, as well as needs related to materials and infrastructures. To translate these needs into joint action plans;
- Support the National Police in its deployment;
- To advise, support and accompany the internal inspection service of the National Police through the development of a functional and transparent inspection policy, respecting the triptych "control, audit and investigation";
- To establish and maintain necessary contacts with counterparts and institutions involved in SSR reform of the National Police;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the Malian counterparts/institutions in the area of responsibility;
- To be embedded within the local institution, security situation permitting;
- To ensure compliance with instruction/direction from Mission management;

- To liaise closely with other Mission Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Experience as Senior Law Enforcement Officer, preferably leading an operational unit or a Human Resources service;
- Experience in project management;
- International experience, particularly in crisis areas with multi-national and international organisations.

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| Position Name: Border Management Adviser | Employment Regime: Seconded | |
| Ref. Number: MA 048 | Location: Mali – Bamako | Availability: ASAP |
| Component/Department/Unit: Operations Department/Security Sector Reform Component | Security Clearance Level: NOT REQUIRED | 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 be the key interlocutor in the field of development of policy and strategy of the Internal Security Forces (ISF) competent in border management and in the fight against traffic and smuggling in human beings;
- 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 security actors in relation to their tasks in the area of border management, at national and regional level;
- To support Malian counterparts in the development and adoption of a Border Management strategy;
- To develop a conceptual and doctrinal framework for the restructuration and reform process in border management;
- To advise on the introduction of simplified procedures and effective risk analysis, selectivity profiling and targeting systems, as well as on the effective exchange of information and cross border cooperation/operations;
- To assist the Head of Security Sector Reform in monitoring projects in his/her field of action;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/ institutions and finding 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 collect and collate statistics about the workload/performance of local counterparts/institutions;
- To maintain necessary contacts and build relationships with relevant Malian counterparts/institutions;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Advisers and Trainers as appropriate.

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to accompany and motivate Malian 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.

7. Desirable Knowledge, Skills and Abilities:

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

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| Position Name: Internal Security Forces (ISF) Interactions with Civil Society Adviser | Employment Regime: Seconded | |
| Ref. Number: MA 057 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations/SSR Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

The Internal Security Forces (ISF) Interactions with Civil Society Adviser report to the Head of SSR Component.

2. Main Tasks and Responsibilities:

- To work with the civil society representatives, involved in the process of contributing to the Security Sector Reform in Mali, with a specific focus on Internal Security Forces (ISF) reform, in close connection with the international non-governmental organisations engaged in this field;
- To coordinate with other actions already undertaken by international stakeholders;
- To support the Malian civil society to improve its capacity to engage with Government on Security Sector Reform issues;
- To support the drafting of documents and if decided by the operational team to assist with developing community policing approach within the ISF;
- To assist in the conceptual and doctrinal framework underlying the Mission's support to ISF with a view to reinstitute the link between the population and the ISF;
- To assist the ISF in identifying, prioritising and finding solutions to problems raised by the civil society in the framework of community policing;
- To ensure the consistency of those projects with other related ones;
- To provide expertise and advise the Head of Mission through the Head of SSR Component on community policing matters;
- To ensure the mainstreaming of the Human Rights and Gender aspects into the activities carried out;
- To help putting in place Local Security Committees;
- To map, assess and review current bilateral and multilateral assistance in the areas covered by the Mission's mandate;
- To closely coordinate with the Operations Department Units to ensure that its operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To contribute to Mission's internal and external reporting against benchmarking;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan 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;

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Good understanding of the political, cultural and security situation in Mali;
- 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 2 years of experience in the field of civil society development and/or community policing;
- Experience in international efforts to support local reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

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| Position Name: Head of Capacity Building Component | Employment Regime: Seconded | |
| Ref. Number: MA 058 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations Department/ Capacity Building Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: NO |

1. Reporting Line:

The Head of Capacity Building Component reports to the Head of the Operations Department.

2. Main Tasks and Responsibilities:

- To provide support and advice to the Malian authorities in the area of national training strategy/policies/capacities as well as the provision of direct training by the Mission;
- To ensure that the Mission's trainers have the necessary material to perform the training sessions in their respective area of responsibility;
- To regularly control and evaluate the trainers' job performance during the training sessions and, if necessary, help them to gain efficiency;
- To ensure that information is exchanged between the trainers and the advisers to continually adapt the training programs to the real needs of the Malian Internal Security Forces (ISF)
- To supervise the work of the Mission's trainers, including training, planning, curricula development, training provision, data collection, etc.;
- Assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To lead, direct and manage the work and staff of the Component so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components, if directed;
- To ensure that Component's Staff Members contribute to identify and report lessons and best practices within their respective area of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

- A minimum of 6 years of relevant professional experience, including experience in Security Sector Reform in a national or host state context and in implementation of reform programmes, after having fulfilled the education requirements out of which a minimum of 2 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;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in national training units/programmes for law enforcement/Rule of Law agencies;
- Experience in international efforts to support local 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:

- Presentation skills;
- Organisational skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

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| Position Name: Trainer on Interoperability | Employment Regime: Seconded | |
| Ref. Number: MA 061 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations/Capacity Building Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

The Trainer on Interoperability 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), through the Security Forces Staff College, on Interoperability, using lessons learned and actual cases;
- To help identify Malian counterparts' needs in terms of Interoperability;
- To train (future) Malian trainers in Interoperability (train the trainers);
- To train and provide tactical and operational advice in the field of Interoperability;
- To closely coordinate with other actions already undertaken by international stakeholders;
- To support the training advisors and the 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 inputs 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;
- To work closely with the Senior Advanced Training Adviser and other relevant advisers from the Mission.

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the

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

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

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and ability to conduct environmental assessments/analyses;
- 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 Interoperability;
- A minimum of 2 years of experience as Law enforcement trainer in Interoperability;
- Experience as Senior Law Enforcement Officer.

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| Position Name: Trainer on Deontology | Employment Regime: Seconded | |
| Ref. Number: MA 062 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations Department/ Capacity Building Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To identify, with the relevant Advisers and Malian counterparts, gaps, needs and priorities on Deontology matters;
- To assist relevant Advisers and to support the development of efficient Deontology practices within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To develop, with the relevant advisers, training curriculum in the field of Deontology;
- To design and deliver specific training modules on Deontology matters;
- To contribute to the training of (future) Malian ISF trainers in the field of Deontology (train the trainers);
- To support Malian authorities in developing training strategies/policies/plans/curricula/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 and the relevant agreed training curricula;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with CivOpsHQ 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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in managing, coordinating and conducting interactive training and/or adult learning 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:

- 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 organizations.

7. Desirable Knowledge, Skills and Abilities:

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

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| Position Name: Trainer on Professional Intervention | Employment Regime: Seconded | |
| Ref. Number: MA 064 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations/Capacity Building | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To train the members of the Malian Internal Security Forces (ISF) (currently focusing exclusively on the National Police) - on professional intervention related tasks, using lessons learned and actual cases;
- To help Malian 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 CivOpsHQ 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 Malian 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.

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| Position Name: Trainer on Criminal Advise and Analysis | Employment Regime: Seconded | |
| Ref. Number: MA 065 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations/Training Unit | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

The Trainer on Criminal Advise 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 advisory and analysis matters;
- To contribute to the training of (future) Malian ISF trainers in criminal advisory 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 CivOpsHQ 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.

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| Position Name: Trainer on Organised Crime Investigation | Employment Regime: Seconded | |
| Ref. Number: MA 066 | Location: Mali - Bamako | Availability: 20 April 2026 |
| Component/Department/Unit: Operations Department/ Capacity Building Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To support Malian authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Trainers' Team Leader;
- To identify required reforms and appropriate 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 (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 Operations Headquarters (CivOpsHQ) guidelines and Mission priorities;
- To identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on trainings on Organised Crime Investigation with a special focus on terrorism topics;
- To assist the relevant advisers to support the development of performant Criminal Investigation/Counter-Terrorism services and units within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To develop, with the relevant Advisers, a training curricula in the field of Criminal Investigation with a special focus on terrorism topics;
- To design and deliver specific training modules on Criminal Investigation matters with a special focus on terrorism topics;
- To contribute to the training of (future) Malian ISF trainers in Criminal Investigation/Counter-Terrorism (train the trainers).

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Experience as Senior Law Enforcement Officer;
- Professional training qualification/certification from recognised institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Experience with Management/Leadership training design, methods and delivery;
- International experience, particularly in crisis areas with multi-national and international organisations;
- French language skills: minimum level B1/B2 (Independent User).

7. Desirable Knowledge, Skills and Abilities:

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

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| Position Name: Trainer on Human Rights and Gender | Employment Regime: Seconded | |
| Ref. Number: MA 067 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations Department/ Capacity Building Component | Security Clearance Level: NOT REQUIRED | 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 authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Team Leader Trainers;
- To support Malian authorities in developing training strategies/policies/plans/curricula/training institutions;
- To identify required reforms and support to be provided by the Mission, including advice/mentoring and/or direct training;
- To 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 Operations Headquarters (CivOpsHQ) guidelines and Mission priorities;
- To train the members of the Malian Internal Security Forces 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.

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| Position Name: Trainer on Crime Scene Management | Employment Regime: Seconded | |
| Ref. Number: MA 068 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations/Capacity Building Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on Forensics matters;
- To assist the relevant advisers to support the development of performant Forensics services and units within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To develop, with the relevant advisers, a training curricula in the field of Forensics;
- To design and deliver specific training modules on Forensics matters;
- To contribute to the training of (future) Mali ISF trainers in Forensics (train the trainers);
- To support Malian authorities in developing training strategies / policies / plans / curricula / exercises / training institutions as directed by the Deputy Head of Capacity Building Component/Trainers Team Leader;
- To identify required reforms and appropriate support to be provided by the Mission, including through monitoring/mentoring/advising and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the

European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Experience as Senior Law Enforcement Officer;
- Professional Training Qualification/Certification;
- Experience in designing and delivering training;
- International experience, particularly in crisis areas with multi-national and international organisations.

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| Position Name: Trainer on Border Management | Employment Regime: Seconded | |
| Ref. Number: MA 069 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations Department/Capacity Building Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

The Trainer of Border Management 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 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 and the relevant agreed training curricula;
- To contribute to the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To identify, with the relevant Advisers and the Malian counterparts the gaps, needs and priorities on border management and documents forgery matters;
- To assist the relevant Advisers to support the development of performant services and units for border management and fight against documents forgery within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To develop, with the relevant Advisers, a training curriculum in the field of border management and fight against documents forgery;
- To design and deliver specific training modules on border management and fight against documents forgery matters;
- To contribute to the training of (future) Mali ISF trainers in border management and fight against documents forgery (train the trainers).

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Presentation skills;
- Innovative thinking;
- Ability to plan, multitask and manage time effectively;
- Proven abilities as a trainer;
- 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;
- A minimum of 4 years of relevant professional experience in national/international training units/programmes for law enforcement;
- Experience in designing and delivering training;
- International experience, particularly in crisis areas with multi-national and international organisations.

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| Position Name: Trainer on Risk and Crisis Management | Employment Regime: Seconded | |
| Ref. Number: MA 070 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations Department/ Capacity Building Component | Security Level: NOT REQUIRED | Clearance Open to Contributing Third States: YES |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To assess, identify and evaluate, in close coordination with the relevant advisers and the Malian counterparts, any requirements, gaps, needs and/or priorities on “Risk and Crisis Management” matters, with reference to terrorism, natural disasters, evacuations, epidemics, pandemics and quarantine, mass fatality events and any other threat;
- To assist – through training and accompanying actions – the relevant advisers in supporting the development/strengthen of specific services/units within the Malian Internal Security Forces (ISF), capable of effectively plan, mitigate and respond to a crisis and its subsequent consequences;
- To develop, in close coordination with the relevant advisers, a training’s curricula in the field of “Risk and Crisis Management”;
- To design and deliver specific training modules on “Risk and Crisis Management” matters, through a variety of training approaches including traditional classroom, programmed learning, hands-on, simulation and computer aided training;
- To contribute to the training of (future) Mali ISF trainers in “Risk and Crisis Management” (train the trainers);
- To interact, under the Team Leader authority, with the relevant international stakeholders for “Risk and Crisis Management”;
- To support Malian authorities in developing training strategies/policies/plans/curricula/training institutions as directed by the Deputy Head of Capacity Building Component/Trainers Team Leader;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide inputs to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with Civilian Operations Headquarters (CivOpsHQ) 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 or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in managing, coordinating and conducting interactive training and/or adult learning 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;
- Experience in national/international training units/programs for law enforcement;
- Professional training qualification/certification from recognized institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Experience with Management/Leadership training design, methods and delivery;
- Subject matter expertise in risk and crisis management at tactical/strategical level;
- International experience, particularly in crisis areas with multi-national and international organizations.

7. Desirable Knowledge, Skills and Abilities:

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

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| Position Name: Training Adviser (2 positions) | Employment Regime: Seconded | |
| Ref. Number: MA 071 - MA 072 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations/Capacity Building Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the MIP by advising and mentoring 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, including traditional classroom, programmed learning, hands-on, simulation and computer aided training and exercises;
- To work in close coordination with the Mission's Training Advisers to the Forces;
- To advise, support and work in coordination with the heads of the Internal Security Forces (ISF) training centres in accordance with the training master plans;
- To reinforce capacities by advising and mentoring the pedagogical and planning units;
- To foster the appropriation of solid pedagogic know-how by Malian ISF trainers through coaching sessions optimising the transfer of skills and allowing them to reach, in the short term, full autonomy in professional training matters;
- To support Malian authorities in developing training strategies/policies/plans/curricula/exercises/ training institutions as directed by the Deputy Head of Capacity Building Component/Trainers Team Leader;
- To identify required reforms and appropriate support to be provided by the Mission, including through monitoring/mentoring/advising and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To contribute to the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To train the members of the Malian ISF on principles of train the trainers, using lessons learnt and actual cases;

- To help identify the Malian ISF needs to train their trainers;
- To train the (future) Malian ISF trainers;
- To contribute to the review or elaboration of normative texts on Trainers curricula by the Malian ISF in liaison with the Mission's Training Advisers;
- To coordinate with other actions already undertaken by international stakeholders.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 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;
- Experience of designing and delivering training to trainers;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Professional Qualification/Certification as Trainer of trainers;
- Previous experience as trainer of trainers including in law enforcement institutions;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support local reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

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| Position Name: Advanced Training Adviser | Employment Regime: Seconded | |
| Ref. Number: MA 073 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations/Capacity Building Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

The Advanced Training Adviser reports to the Head of Capacity Building Component.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate Malian counterparts;
- Knowledge of Training/Human Resources management in law enforcement;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

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| Position Name: Senior National Training Centre Adviser/National Police | Employment Regime: Seconded | |
| Ref. Number: MA 074 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations Department/ Capacity Building Component | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To be the key interlocutor for developing the conceptual and organisational framework of the training for the National Police;
- To help record and review all documentation relating to training;
- To provide expertise to the Training Office of the National Police in the conceptual and doctrinal framework underlying restructuring and reform process in training, including the organisation of the Training Office itself;
- To assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula;
- To assist and advise in managing, running and evaluating training courses at academic level;
- To establish and maintain the necessary contacts with external national, regional and international bodies or services providers involved in training matters;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompany 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 relevant solutions to address them;
- To provide analysis and recommendations to the Malian counterparts/institutions in the area of responsibility;
- To be embedded within the Malian institution, security situation permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant Malian counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Mission Advisers and Trainers as appropriate;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate Malian counterparts;
- Knowledge of Training/Human Resources management in law enforcement;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

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| Position Name: Training of Trainers Officer | Employment Regime: Seconded | |
| Ref. Number: MA 076 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Operations Department/ Capacity Building Component | Security Clearance Level: NOT REQUIRED | 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 Operations Headquarters (CivOpsHQ) 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 on principles of train the trainers, using lessons learnt and actual cases;
- To help identify the Malian ISF needs to train their trainers;
- To train the (future) Malian ISF trainers;
- To train and provide tactical and operational advice to the Malian ISF trainers;
- To contribute to the review or elaboration of normative texts on Trainers curricula by the Malian ISF;
- To coordinate with other actions already undertaken by international stakeholders.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

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| Position Name: Press and Public Information Officer | Employment Regime: Seconded | |
| Ref. Number: MA 084 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Chief of Staff Office/Press and Public Information Office | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

The Press and Public Information Officer (PPIO) reports to the Head of Press and Public Information Office/Spokesperson.

2. Main Tasks and Responsibilities:

- To contribute to the implementation of the Mission Strategic Communications Plan;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To accompany the advisers, trainers and Head of Mission, taking photos and drafting articles;
- To produce communications material as well as social media content (including video productions and campaigns) for different communication channels of the Mission;
- To contribute the implementation of contracts, the launch of tender for Mission visibility items, media products and publicity campaigns and procurement processes;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To contribute to the organisation of press conferences, briefings and media events;
- To cover the media aspects of high-level visits and external high-level meetings with Malian officials and international counterparts, as required;
- To regularly monitor and analyse the impact of the Mission's communication and public outreach activities and to prepare recommendations to increase effectiveness;
- In the absence of the Head of Press and Public Information Office/Spokesperson, to coordinate communication activities with the press offices of other EU actors in Mali, and with other international partners as well as Civilian Operations Headquarters as required;
- To monitor disinformation against the interests of the Mission in close cooperation with the Mission Analytical Capability, Security and CIS.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

equivalent and attested police and/or military education and training or an award of an equivalent rank. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social Sciences or other related field; **AND**

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

5. Essential Knowledge, Skills and Abilities:

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Strong drafting and presentation skills;
- Excellent personal organisation with a clear sense of priorities;
- Hands-on mentality combined with conceptual skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Proficiency with social media and graphic design software;
- Political sensitivity and ability to handle sensitive matters;
- Knowledge of disinformation;
- Knowledge about the local press and media environment;
- Networking skills.

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| Position Name: Planning and Evaluation Officer | Employment Regime: Seconded | |
| Ref. Number: MA 091 | Location: Mali - Bamako | Availability: ASAP |
| 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 Planning and Evaluation Officer reports to the Head of Planning, Evaluation and Reporting.

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 the cross-thematic areas of gender, human rights and environment, 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;
- 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:

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

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| Position Name: Senior Coordination and Cooperation Officer | Employment Regime: Seconded | |
| Ref. Number: MA 094 | Location: Mali - Bamako | Availability: 28 April 2026 |
| Component/Department/Unit: Chief of Staff/Coordination Office | Security Clearance Level: NOT REQUIRED | 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 planning documents;
- 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 optimizing its impact, including by ensuring that the Mission has an overview of relevant national strategies and plans for coordination of technical and financial partners, following other activities and dynamics of technical and financial partners 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 ensure that the Mission is represented 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 lifts its role as co-chair of the thematic dialogue group on internal security;
- To support the Mission's contribution to the EU regional approach notably by providing information on the state of play of activities implemented by the 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 input of the Coordination office to the development and regular updating of the Mission Implementation Plan;
- To supervise the contribution of the Coordination Office to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's operational activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To contribute to the induction 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 2 years at management level.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of EU and UN structures, in particular its funding instruments;
- Knowledge of international donors in the Security Sector Reform domain;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum B1/B2 level (Independent User);
- English language skills: minimum B1/B2 level (Independent User).

6. Desirable Qualifications and Experience:

- Knowledge and experience of leading multi-thematic and multi-layered programmes related to Security Sector/RoL 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.

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| Position Name: Project Works and Services Officer | Employment Regime: Seconded | |
| Ref. Number: MA 098 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Chief of Staff Office/ Projects Section | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: YES |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

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

3. General Tasks and Responsibilities:

- To 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 Qualification and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

SECONDED/CONTRACTED POSITIONS (4)

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| Position Name: Human Resources Officer | Employment Regime: Seconded/Contracted | Post Category for Contracted: Mission Support Staff - Management Level (MSML) |
| Ref. Number: MA 009 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Head of Mission Office/Human Resources Section | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: NO |

1. Reporting Line:

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

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 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:
 - preparing selection reports;
 - managing vacancies and applications;
 - advising and training selection panels;
 - 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 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 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 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 Finance Unit on Human resources budget and obligation;
- 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.

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| Position Name: Medical Adviser | Employment Regime: Seconded/Contracted | Post Category for Contracted: Mission Support Management Level (MSML) |
| Ref. Number: MA 039 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Head of Mission Office/Security and Duty of Care | Security Clearance Level: NOT REQUIRED | Open to Contributing Third States: NO |

1. Reporting Line:

The Medical Adviser reports to the Senior Mission Security Officer.

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;
- To 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 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:

- Completion of a full course of university studies attested by a degree in Medicine (Medical Doctor) from a recognised Medical School;
- To have a current license to practice medicine in Europe from a recognised Medical School;
- The qualification should be in Medicine;

OR

- 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 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;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

5. Essential Knowledge, Skills and Abilities:

- Knowledge in drafting Standing Operational Procedures, medical planning documents, and decisions notes;
- Extensive knowledge of emergency medicine;
- 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.

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| Position Name: Head of Communication and Information Systems (CIS) | Employment Regime: Seconded/Contracted | Post Category for Contracted: Mission Support Management Level (MSML) |
| Ref. Number: MA 114 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Mission Support/CIS | Security Clearance Level: EU SECRET | 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 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 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. 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).

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| Position Name: Communication Assistant | Employment Regime: Seconded/Contracted | Post Category for Contracted: Mission Support - Assistant Level (MSAL) |
| Ref. Number: MA 115 | Location: Mali - Bamako | Availability: ASAP |
| Component/Department/Unit: Mission Support/CIS | Security Clearance Level: EU SECRET | Open to Contributing Third States: NO |

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 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 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/B2 (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/B2 (Independent User).