

ANNEX 1 – REQUIREMENTS AND JOB DESCRIPTIONS

01-2023 Call for Contribution for the EUCAP Sahel Mali - Regional Advisory and Coordination Cell (RACC)
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Organisation:	EUCAP Sahel Mali			
Job Location:	MALI Bamako - MAURITANIA Nouakchott- BELGIUM Brussels			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Availability
	<u>Seconded</u> (36 positions)			
	MA 007	Head of Human Resources	Bamako	ASAP
	MA 010	Human Resources Officer	Bamako	ASAP
	MA 044	Head of Operations	Bamako	26 May 2023
	MA 047	Deputy Head SSR Component Senior Inter-Ministerial Adviser	Bamako	ASAP
	MA 049	Coordinator for MSPC/ISF	Bamako	ASAP
	MA 052	Senior Ministerial Adviser on Human Resources	Bamako	ASAP
	MA 053	Rule of Law/Justice Adviser	Bamako	ASAP
	MA 054	Senior Internal Security Forces Adviser - National Guard	Bamako	ASAP
	MA 056	Senior Internal Security Forces Adviser - Gendarmerie	Bamako	ASAP
	MA 058	Border Management Adviser	Bamako	ASAP
	MA 060 MA 061	Criminal Investigation Adviser (2 positions)	Bamako	ASAP
	MA 068	Head of Capacity Building Component	Bamako	ASAP
	MA 069	Deputy Head of Capacity Building Component/Trainers Team Leader	Bamako	ASAP
	MA 070	Trainer on Human Resources Management	Bamako	ASAP
	MA 072	Trainer on Logistics	Bamako	ASAP
	MA 073	Trainer on Deontology	Bamako	ASAP
	MA 075	Trainer on Professional Intervention	Bamako	14 March 2023
	MA 076	Trainer on Criminal Intelligence and Analysis	Bamako	19 February 2023
MA 077	Trainer on Organised Crime Investigation	Bamako	11 August 2023	
MA 081	Trainer on Risk and Crisis Management	Bamako	16 June 2023	

MA 082 MA 083	Training Adviser (2 positions)	Bamako	ASAP
MA 084	Senior National Training Centre Adviser - Gendarmerie	Bamako	02 June 2023
MA 085	Senior National Training Centre Adviser – National Guard	Bamako	01 July 2023
MA 086	Senior National Training Centre Adviser - National Police	Bamako	22 February 2023
MA 087	Training of Trainers Officer	Bamako	ASAP
MA 090	Political Adviser	Bamako	ASAP
MA 093	Gender Adviser	Bamako	19 April 2023
MA 094	Environmental Adviser	Bamako	ASAP
MA 095	Press and Public Information Officer	Bamako	ASAP
MA 096	Executive Officer	Bamako	ASAP
MA 106	Senior Coordination and Cooperation Officer	Bamako	ASAP
MA 112	Brussels Support Element (BSE) - Operations and Reporting Officer	Brussels	01 August 2023
RACC 01	Head of the Regional Advisory and Coordination Cell*	Nouakchott	ASAP
RACC 08	Senior G5 Regional Internal Security Adviser*	Nouakchott	ASAP
RACC 15	Brussels Support Element (BSE) – Policy and Liaison Officer*	Brussels	ASAP
<u>Seconded/Contracted</u> (13 positions)			
MA 005	Verification Officer	Bamako	ASAP
MA 006	Internal Auditor	Bamako	ASAP
MA 013	Mission Security Officer**	Bamako	15 May 2023
MA 021 MA 035 MA 039 MA 040	Armed Protection Operator (4 positions)	Bamako	ASAP 10 March 2023 10 March 2023 ASAP
MA 043	Medical Adviser	Bamako	ASAP
MA 062	Legal Drafting adviser	Bamako	ASAP
MA 097	Information Management Officer	Bamako	ASAP
MA 115	Administration and Travel Officer	Bamako	ASAP
MA 128	Facilities Management Officer	Bamako	ASAP
MA 130	Communication and Information Systems Officer	Bamako	ASAP
Deadline for applications:	Friday 10 March at 17:00 Brussels time		

How to Apply:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/ b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p> <p>2) You do not have the nationality of an EU Member State: only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities</i></p>
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms. Norie RØNVED cpcc-mali@eeas.europa.eu</p>

- * Pending the outcome of the Strategic Review of RACC
- ** Pending the outcome of a selection procedure

EUCAP Sahel Mali bears a High-Risk Non-Family Mission status due to the present risk rating of the mission area as high. As such, international Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For reasons of security, the Mission Members are obliged to live in restricted areas, where security responsibilities are born by the Mission.

While being a separate entity, the Regional Advisory and Coordination Cell (RACC) and its Internal Security and Defence Experts (ISDEs) are administratively attached to EUCAP Sahel Mali.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Strict Priority will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English or French language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty/Contract Period – Duration of the deployment should be 12 months for seconded positions. For contracted positions the contract will run until 14 January 2024, with possible renewal for one year.

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

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

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

Availability – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

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

II. REQUIREMENTS

II.A Essential Requirements

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

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

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

2. Education and Training

Candidates should have a recognised qualification under the European Qualifications

Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are strongly advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors- page>.

3. Knowledge

Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

4. Skills and abilities

Language Skills – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are strongly advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

Communication and Interpersonal Skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Digital Skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are strongly advised to verify their proficiency through the following link: <https://digital- strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

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

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

II.B Desirable Requirements

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

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

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

Language – Some proficiency in local language(s), depending on the job tasks and responsibilities.

Driving Licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

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

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

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

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

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

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

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

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

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

IV. ADDITIONAL INFORMATION

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

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

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

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

Training – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learnings>.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

Data Protection – The EEAS, and its Directorate CPCC, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

Job Descriptions - The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

SECONDED POSITIONS

Position Name: Head of Human Resources	Employment Regime: Seconded	
Ref. Number: MA 007	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission/Human Resources Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Human Resources Section;
- To implement all Council/Commission/Civilian Planning and Conduct Capability (CPCC) legislation and instructions, set up and implement relevant Mission internal strategies, policies and procedures accordingly;
- To ensure effective and transparent Human Resources planning and recruitment in accordance with the CPCC Instruction on Selection Procedures;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To coordinate and communicate with the CPCC, the EU Commission (FPI) and the Brussels Support Element Human Resources and Liaison Officer on all relevant Human Resources issues;
- To support and advise the Mission management at operational and strategic levels to implement the Mission mandate;
- To support and advise the Mission management on issues relating to staff well-being;
- To work with department and unit managers on capacity building and recommend and plan for capacity building of Mission staff to ensure that the Mission has a strategy for skills building in key areas;
- To support Mission management in reaching out to member-states to achieve higher contribution rates;
- To participate in the Senior Management Team and provide advice on all HR- relevant matters;
- To ensure an effective and efficient Human Resources administration process, utilise the centralized IT tools Goalkeeper Registrar and Civilian Missions Application (CiMA) (HR database) in accordance with CPCC procedures;
- To ensure Line Managers receive advice and support on Human Resources matters;
- To ensure effective training activities for Mission Members;
- To act as a key interlocutor with Mission Members and their representatives, National Contingent Leaders/National Points of Contact and senior management, on personnel issues;
- To plan and develop Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CPCC;
- To identify, manage and report the risks arising from processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behavior, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 6 years of human resources management working experience, out of which a minimum of 2 years of experience at coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- People management skills and capacity to deal with different levels of stakeholders;
- Ability to adapt new and emerging technologies to address business operational needs;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in Human Resources management, leadership or management and/or an international certification in Human Resources management;
- Knowledge and/or experience in strategic management and/or public administration;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- N/A

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

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

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

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential knowledge, skills and abilities

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing 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

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

7. Desirable knowledge, skills and abilities

N/A

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. Number: MA 044	Location: Mali - Bamako	Availability: 26/05/2023
Component/Department/Unit: Operations Department	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line

The Head of Operations reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities

- To lead, manage and coordinate the work and staff of the Operations Department (including Field Offices if applicable), ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To supervise the conduct of Mission operational activities and ensure orientation and operational coherence;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisers to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and 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;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.
- To take into account overall Security Sector Reform (SSR) issues in order to ensure coherence between Mission activities and wider SSR aspects.
- To ensure close cooperation with Malian authorities in charge of the Security Sector Reform at ministerial level;
- To ensure, support and follow up the implementation of the Mission activities, focusing on their impact on the Internal Security Forces efficiency on the field;

- To ensure a good coordination level of the Mission activities with bilateral and international partners or programs.
- To implement the Mission's operational activities in accordance with the Mission's Operational Plan (OPLAN) and the HoM's guidance, through Line Managers responsible for the respective Lines of Operation, and to ensure their operational coherence in support of the Mission's end state.
- To lead, direct and manage the work and staff of the Operations Department.
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements.
- To contribute to the Mission's external reporting against benchmarking.
- To ensure the consistency and sustainability of Mission's operational activities over time.
- In coordination with the Mission's Coordination Office, to coordinate and/or oversee the coordination/cooperation of the Components/Unit's members as appropriate with local authorities at the relevant level as well as with local EU and international actors, within the scope of the Mission's mandate.
- To work in close cooperation with the other Mission's Components/Units.
- To ensure that Mission staff members working under the Head of Operations responsibility identify and report lessons and best practices within their respective fields of 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. The qualification should be in any of the fields of Social Sciences (e.g. Political Sciences, International Relations, Law, Economics) or Business Administration/Management **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which at least 5 at management level;

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Understanding of peace stabilisation mechanisms and conflict prevention;
- Ability to mentor and motivate staff;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Experience in leading and coordinating international efforts to support Malian reforms in the area of Security Sector/Rule of Law;
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience as Senior Law Enforcement Officer;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/governmental level decision makers.

7. Desirable Knowledge, Skills and Abilities:

N/A

Position Name: Deputy Head SSR Component Senior Inter-Ministerial Adviser	Employment Regime: Seconded	
Ref. Number: MA 047	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Deputy Head SSR Component Senior Inter-ministerial Adviser reports to the Head of the Security Sector Reform (SSR) Component.

2. Main Tasks and Responsibilities:

- To support the Head of Component in leading, managing and coordinating the work and staff in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To deputise in the absence of the Head of Component;
- To contribute to the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To coordinate with other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented;
- 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.
- In close coordination with the relevant Advisers of the Mission and the EU Delegation, to support the implementation of the Mission's operational mandate through outreach at relevant governmental level;
- To relay the recommendations made by the Security Sector Reform Component in relation to the Mission's core mandate at relevant governmental level;
- To be the Mission's key interlocutor in the field of implementation of the National Security Sector Reform Strategy, in close coordination with the EU Delegation and other relevant actors, at relevant governmental level;
- To help identify the needs in terms of reform and implementation of modern administrative and management systems at relevant governmental level;

- To provide advice and guidance on concepts and doctrine in a framework of a restructuring and reform process;
- To establish a sustainable contact network with the counterparts/institutions involved in security strategies issues, especially the EU Delegation, the EU Training Mission (EUTM) and MINUSMA, as well as other national, regional et international actors involved in the reforms, in coherence and close cooperation with the Coordination Office;
- To contribute to assessing the inter-ministerial and interagency coordination requirements in the field of national security strategies and advise the Malian authorities accordingly;
- 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 counterparts in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To collect and collate statistics about the workload/performance of local counterparts/institutions;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Advisers and Head of Mission Office 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 equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Knowledge and experience in the field of Security Sector Reform and/or other reform processes at political and strategic levels;
- Experience in drafting policy strategies;
- 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;
- Experience as Senior Law Enforcement Officer;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Knowledge of Security Sector Reform process, Human Resources and Internal Inspection management in law enforcement;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in leading and coordinating international efforts to support Malian reforms in the area of Security Policies and Strategies;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Coordinator for MSPC/ISF	Employment Regime: Seconded	
Ref. Number: MA 049	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations/SSR Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Coordinator for MSPC/ISF reports to the Head of Security Sector Reform (SSR).

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level;
- To map and assess the needs of the Ministry of Security and Civil Protection (MSPC);
- To establish strong links with representatives of the Security Forces actors inside the MSPC;
- To support the MSPC to develop a coordination framework of the Ministerial General Directorates in charge of the Security;
- To establish working relationships with the different international technical partners inside the MSPC;
- To facilitate the improvement of coordination between Malian Internal Security Forces (ISF) and MSPC;
- To facilitate cooperation between the strategic and operational levels;
- In absence of the Senior Ministerial Adviser MSPC, to provide the Minister with information on the Mission and with key messages from the HoM;
- To organise meetings between the Mission's Heads of Units in charge of ISF's objectives and the Malian partners at the MSPC;
- To contribute to enhance mutual transparency and confidence between the Mission and the Malian Security Forces;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To ensure compliance with instruction/direction from Mission management;
- To register and archive documents in accordance with the Mission Document Management;
- To promote and facilitate the integration of Human Rights principles and standards within the functioning of ISF and MSPC;
- To advise on the promotion of gender equality and gender responsive policy among relevant authorities in order to ensure that these aspects are integrated while being consistent with Mission's mandate.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Ability to engage with senior officials;
- Ability to work in a multi-cultural environment with sensitivity and respect for diversity;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience of operations/missions and/or cooperation in Africa;
- Experience of international organisations and/or multinational operations;
- Experience in the EU and CFSP/CSDP.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Ministerial Adviser on Human Resources	Employment Regime: Seconded	
Ref. Number: MA 052	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank¹⁴; **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;

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Rule of Law/Justice Adviser	Employment Regime: Seconded	
Ref. Number: MA 053	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework, which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Internal Security Forces Adviser - National Guard	Employment Regime: Seconded	
Ref. Number: MA 054	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To be the key interlocutor for the Malian National Guard at the level of the General Staff and the different directions, with a key focus on the direction of personnel, finances & logistics and the internal inspection service;
- To assist drafting process of normative texts by the Human Resources (HR) services at ministerial and National Guard level;
- To advice, to support and to accompany the Malian partner through the whole process of the development of an efficient and coherent HR policy respecting gender equality and human rights;
- To advice and support the development of the internal HR structures and proceedings within the National Guard with focus on job descriptions, competences & functions translated in internal action plans and texts;
- To advice, support and accompany the internal inspection service of the National Guard through the development of a performant and transparent inspection policy respecting the triptych “control, audit and investigation”;
- To establish and maintain the necessary contacts with all other counterparts/institutions involved in the reform, on matters relevant on his/her area of expertise.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts/institutions;
- To ensure compliance with 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 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Senior Internal Security Forces Adviser - Gendarmerie	Employment Regime: Seconded	
Ref. Number: MA 056	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To be the key interlocutor for the Malian National Gendarmerie 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, support the drafting of a human resources (HR) action plan
- Ensure that a reference for professions/qualifications is drawn up for the National Gendarmerie, and ensure their consolidation in legislative and regulatory texts with an eye to mainstreaming gender equality and human rights considerations;
- In collaboration with the EUCAP Mission’s Senior Ministerial Adviser on Human Resources, support the development of an efficient human resources management policy in the National Gendarmerie.
- Support the registration of all National Gendarmerie personnel in the relevant HR and Logistics management systems;
- Support the National Gendarmerie in use of their integrated HR and Logistics databases, both at the central level and in the regions;
- Identify gaps in existing legislative and regulatory texts relating to the logistics management of the National Gendarmerie;
- In collaboration with the Senior Ministerial Adviser on Logistics, 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, identify training and advising needs of the National Gendarmerie, as well as needs related to materials and infrastructures. Translate these needs into joint action plans;
- Support the National Gendarmerie in its deployment.
- To advise, support and accompany the internal inspection service of the National Gendarmerie 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 Gendarmerie.

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompanying local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local 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 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 learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local 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;

7. Desirable Knowledge, Skills and Abilities:

- Ability to accompany and motivate local counterparts;

- Knowledge of Internal Inspection management in a law enforcement environment;
- Mediation skills;
- Analytical thinking and active listening;
- Comprehensive drafting and reporting skills;
- Complex problem solving skills;
- Time management skills;
- Innovative thinking;
- Ability to multi-task with a time management efficiency;
- Organisational, planning and quality management skills.

Position Name: Border Management Adviser	Employment Regime: Seconded	
Ref. Number: MA 058	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department / Security Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Adviser on Border Management 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) - National Gendarmerie, National Guard and National Police - involved in border management and migration issues;
- 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 local 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 local counterparts;
- Knowledge of border management in law enforcement;
- Mediation skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer, preferably in an operational unit or structure specialised in border management;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Criminal Investigation Adviser (2 positions)	Employment Regime: Seconded	
Ref. Number: MA 060 MA 061	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/ Sector Reform Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Criminal Investigation Adviser reports to the Deputy Head SSR Component Senior Inter-ministerial Adviser

2. Main Tasks and Responsibilities

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

- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To collect and collate statistics about the workload/performance of local counterparts;
- To ensure compliance with instructions/directions from Mission management;

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- *N/A*

Position Name: Head of Capacity Building Component	Employment Regime: Seconded	
Ref. Number: MA 068	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The 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 information exchange between the trainers and the advisers to continually adapt the training programs to the real needs of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard – 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 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;
- To lead, manage and coordinate the work and staff of the Component in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;

- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate staff;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in national training units/programmes for law enforcement/Rule of Law agencies.
- Experience in international efforts to support Malian reforms in the area of Security Sector/Rule of Law.
- International experience, particularly in crisis areas with multi-national and international organisations;

7. Desirable knowledge, skills and abilities:

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

Position Name: Deputy Head of Capacity Building Component/Trainers Team Leader	Employment Regime: Seconded	
Ref. Number: MA 069	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

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

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 equipment to deliver the training activities in their respective area of responsibility;
- To regularly control and evaluate the trainers' performances during the training sessions and, if necessary, help them to increase their effectiveness and efficiency;
- To promote and ensure an effective exchange of information between the trainers and the advisers, in order to continually adapt the training programs to the real needs of the Malian Internal Security Forces (ISF);
- To supervise the Component's input to the development and regular update of the Mission Implementation Plan (MIP) by supporting the identification of Mission's operational requirements in the field of training as the situation evolves, as well as the design of Mission's training related activities in support of tasks and objectives defined in its mandate;
- To lead, manage and control the trainers;
- To assess the work of the trainers, including training planning, curricula development, training provision, data collection, etc.;
- To supervise 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 work in close cooperation with the other Mission's Units and Departments and with the other International Organizations and Stakeholders involved in the training activities in support of the Malian ISF (if required);
- To ensure that Mission staff members of the Component contribute to identify and report lessons and best practices within their area of responsibility;
- To support the Head of Component in leading, managing and coordinating the work and staff in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To deputise in the absence of the Head of Component;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To coordinate with other Mission Components and horizontal advisers;

- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience 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;
- Presentation skills;
- Organisational skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Experience in design and delivery of training programs, policies, procedures and instructions.
- Experience in national training units/programmes for law enforcement/Rule of Law agencies;
- Experience in international efforts to support Malian reforms in the area of Security Sector/Rule of Law;

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting;
- Understanding of strategic and operational considerations;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities

- *N/A*

Position Name: Trainer on Human Resources Management	Employment Regime: Seconded	
Ref. Number: MA 070	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer on Human Resources Management 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 (Gendarmerie, National Guard and National Police - ISF) on principles of Human Resources (HR) management, using lessons learnt and actual cases;
- To help identify the Malian ISF needs in terms of HR management;
- To train the (future) Malian ISF middle and high level staff as well as the future trainers in Human Resources (Train the Trainers);
- To train and provide tactical and operational advice in the field of HR management according to the MIP and the relevant agreed training curricula;
- To contribute to the review or elaboration of normative texts by the Malian ISF, especially related to HR management;
- To coordinate with actions already undertaken by Mission Advisers as well as other international stakeholders in the field of HR 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 prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components.
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with Civilian Planning and Conduct Capability (CPCC) guidelines and Mission priorities.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

6. Desirable Qualifications and Experience

- 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;
- Successful completion of training courses in the field of human resources management;
- A minimum of 4 years of relevant professional experience in national/international training units/programmes for law enforcement.
- A minimum of 2 years of experience as police trainer in human resources management;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support Malian reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

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

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities

- To identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on logistic matters;
- To support the development of a performant logistic chain within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To design and deliver specific training modules on logistics;
- To assist the relevant advisers to develop a training curricula in the field of logistic management.
- To contribute to the training of (future) Mali ISF trainers in Logistics (Train the Trainers).
- To support Malian authorities in developing training strategies/policies/plans/curricula/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 training and accompanying actions;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed internal and external training curricula;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's Units/Components and other international partners.
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with Civilian Planning and Conduct Capability (CPCC) guidelines and Mission priorities.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

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

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Professional training qualification/certification from recognised institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender ad human rights mainstreaming in training content planning and project implementation;
- Experience with Management/Leadership training design, methods and delivery;
- International experience, particularly in crisis areas with multinational and international organisations.
- Experience in Logistics management for law enforcement institutions or units, at national or international level;
- Knowledge of logistics management software(s).

7. Desirable Knowledge, Skills and Abilities

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

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To identify, with the relevant Advisers and Malian counterparts, gaps, needs and priorities on Deontology matters;
- To assist relevant Advisers and to support the development of efficient Deontology practices within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To develop, with the relevant advisers, a training curricula in the field of Deontology;
- To design and deliver specific training modules on Deontology matters;
- To contribute to the training of (future) Malian ISF trainers in the field of Deontology (train the trainers).
- To support Malian authorities in developing training strategies/policies/plans/curricula/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 Civilian Planning and Conduct Capability (CPCC) guidelines and Mission priorities.
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3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience:

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

6. Desirable Qualifications and Experience:

- Professional training qualification/certification from recognised institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Experience with Management/Leadership training design, methods and delivery;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Trainer on Professional Intervention	Employment Regime: Seconded	
Ref. Number: MA 075	Location: Mali - Bamako	Availability: 14/03/2023
Component/Department/Unit: Operations/Capacity Building	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

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) - National Gendarmerie, National Guard and National Police - on professional intervention related tasks, using lessons learned and actual cases;
- To help the Malian ISF to identify their needs in terms of professional intervention;
- To train the (future) Malian ISF trainers in professional intervention (train the trainers);
- To train and provide tactical and operational advice to the Malian ISF unit leaders;
- To help the Malian ISF to elaborate Standard Operation Procedures, especially related to large scale and multi-disciplinary operations;
- To coordinate with other actions undertaken by international stakeholders.
- 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 in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (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 identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related tasks as requested by the Line Manager(s).
- To support host state 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 contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with Civilian Planning and Conduct Capability (CPCC) guidelines and Mission priorities.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Presentation 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
- Mediation skills;
- Ability to accompany and motivate local counterparts;
- Knowledge of Professional Intervention related matters;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User);

6. Desirable Qualifications and Experience:

- Attested professional intervention education or training and a rank equivalent to at least NATO Military Rank OR-7 and a minimum of 8 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement.
- Professional training qualification/certification from recognised institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Experience with Management/Leadership training design, methods and delivery;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in project management;

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Trainer on Criminal Intelligence and Analysis	Employment Regime: Seconded	
Ref. Number: MA 076	Location: Mali - Bamako	Availability: 19/02/2023
Component/Department/Unit: Operations/Training Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer on Criminal Intelligence and Analysis reports to the Deputy Head of Capacity Building Component/Trainers Team Leader.

2. Main Tasks and Responsibilities

- To support Malian authorities in developing training strategies/policies/plans/curricula/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 internal and external training curricula;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To identify, with the relevant advisers or experts and the Malian counterparts the gaps, needs and priorities on criminal intelligence and analysis matters;
- To assist the relevant advisers or experts to support the development of a performant intelligence chain within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To develop, with the relevant advisers or experts, a training curriculum in the field of criminal intelligence and analysis;
- To design and deliver specific training modules on criminal intelligence and analysis matters.
- To contribute to the training of (future) Malian ISF trainers in criminal intelligence and analysis (train the trainers);
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with Civilian Planning and Conduct Capability (CPCC) guidelines and Mission priorities.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- Experience in national/international training units/programmes for law enforcement. **OR** Attested police or/and military education or training or an award of an rank equivalent to at least NATO Military Rank OR-6; **AND** A minimum of 8 years of relevant professional experience, including experience in national/international training units/programmes for law enforcement.
- 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 ad human rights mainstreaming in training content planning and project implementation;
- Experience with Management/Leadership training design, methods and delivery;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Trainer on Organised Crime Investigation	Employment Regime: Seconded	
Ref. Number: MA 077	Location: Mali - Bamako	Availability: 11/08/2023
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer on 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 Planning and Conduct Capability (CPCC) guidelines and Mission priorities.
- To identify, with the relevant advisers and the Malian counterparts the gaps, needs and priorities on trainings on Organised Crime Investigation with a special focus on terrorism topics;
- To assist the relevant advisers to support the development of performant Criminal Investigation/Counter-Terrorism services and units within the Malian Internal Security Forces (ISF) through training and accompanying actions;
- To develop, with the relevant Advisers, a training curricula in the field of Criminal Investigation with a special focus on terrorism topics;
- To design and deliver specific training modules on Criminal Investigation matters with a special focus on terrorism 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;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Trainer on Risk and Crisis Management	Employment Regime: Seconded	
Ref. Number: MA 081	Location: Mali - Bamako	Availability: 16/06/2023
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Trainer on 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 Planning and Conduct Capability (CPCC) guidelines and Mission priorities.

- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

6. Desirable Qualifications and Experience

- Experience as Senior Law Enforcement Officer;
- Experience in national/international training units/programmes for law enforcement.
- Professional training qualification/certification from recognised institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Experience with Management/Leadership training design, methods and delivery;
- Subject matter expertise in risk and crisis management at tactical/strategical level;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Training Adviser (2 positions)	Employment Regime: Seconded	
Ref. Number: MA 082 MA 083	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To 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/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 contribute to the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To train the members of the Malian ISF (Gendarmerie, National Guard and National Police) on principles of train the trainers, using lessons learnt and actual cases.
- To help identify the Malian ISF needs to train their trainers;
- To train the (future) Malian ISF trainers;
- To contribute to the review or elaboration of normative texts on Trainers curricula by the Malian ISF in liaison with the Mission's Training Advisers;
- To coordinate with other actions already undertaken by international stakeholders.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the MIP by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;

- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Ability to mentor, advise and motivate local counterparts;
- 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;
- A minimum of 5 years of experience as trainer of trainers with at least 2 years in law enforcement institutions;
- Experience as Senior Law Enforcement Officer;
- Experience in international efforts to support Malian reforms in the area of Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- *N/A.*

Position Name: Senior National Training Centre Adviser - Gendarmerie	Employment Regime: Seconded	
Ref. Number: MA 084	Location: Mali - Bamako	Availability: 02/06/2023
Component/Department/Unit: Operations Department / Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities:

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/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 local counterparts;
- Knowledge of Training/Human Resources management in law enforcement;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Senior National Training Centre Adviser - National Guard	Employment Regime: Seconded	
Ref. Number: MA 085	Location: Mali - Bamako	Availability: 01/07/2023
Component/Department/Unit: Operations Department / Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/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 local counterparts;
- Knowledge of Training/Human Resources management in law enforcement;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Senior National Training Centre Adviser - National Police	Employment Regime: Seconded	
Ref. Number: MA 086	Location: Mali - Bamako	Availability: 22/02/2023
Component/Department/Unit: Operations Department / Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To 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 local counterpart(s) in a structured manner, promoting local ownership;
- To support the Mission's efforts in identifying areas of structural weaknesses of respective counterparts/institutions and finding relevant solutions to address them;
- To provide analysis and recommendations to the local counterparts/institutions in the area of responsibility;
- To be embedded within the local institution, security situation permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To work closely with other Mission Advisers and Trainers as appropriate;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/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 local counterparts;
- Knowledge of Training/Human Resources management in law enforcement;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Training of Trainers Officer	Employment Regime: Seconded	
Ref. Number: MA 087	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: MA 090	Location: 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 Political Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Mission (HoM) and Mission management related to the possible impact on the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To ensure that the HoM and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the EU Delegation and EU Member States in Mali;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, contributing Third States and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation and political risk;
- To advise the HoM and senior Mission management on the political impact of ongoing reforms and international initiatives related to the Mandate implementation;
- To advise the HoM and senior Mission management on overall Security Sector Reform (SSR) issues, with a particular focus on the political impact of ongoing reforms, in order to ensure coherence between Mission's activities and wider SSR aspects;
- To cooperate with the Mission Analytical Capacity (MAC), Reporting Officers, Human Rights Adviser, Gender Adviser and others to prepare consolidated information and overview of the local political and security landscape;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as alternate Mission Spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political studies, International Relations, Public Policy, Diplomacy, Security studies or other related field;
- AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User)

6. Desirable Qualifications and Experience

- Experience in political affairs with an international organization and/or with a EU member state diplomatic services and/or other actors of the EU abroad;
- International experience, particularly in crisis areas with multinational and international organisations;
- Excellent interpersonal and communications skills;

7. Desirable Knowledge, Skills and Abilities:

- Analytical capability;
- Oral and influencing skills, with the ability to give clear advice on issues;
- International experience, particularly in crisis areas with multi-national and international organisations.

Position Name: Gender Adviser	Employment Regime: Seconded	
Ref. Number: MA 093	Location: Mali - Bamako	Availability: 19/04/2023
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Gender Adviser reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- A minimum of 5 years of relevant professional experience in gender and gender mainstreaming issues and tools, preferably in a post-conflict environment/ SSR process, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and knowledge of conducting gender analysis;
- Communications skills;
- Training skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

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

1. Reporting Line:

The Environmental Adviser reports to the Chief of Staff.

2. Main Tasks and Responsibilities

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree in relevant field of environmental health, environmental science, Natural Resources Management, sustainability approaches; **AND**

- A minimum of 5 years of relevant professional experience in environmental protection, climate footprint analysis, green engineering, Environmental Management Systems, Environmental Assessments etc.

5. Essential Knowledge, Skills and Abilities:

- Ability to conduct environmental assessments and analyses;
- Ability to provide advice based on sustainable environmental approaches and climate smart solutions;
- Training skills;
- Knowledge of the Sustainable Development Goals and The Paris Agreement content and their applications;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in advising senior management;
- International experience, particularly in crisis areas with multinational and international organisations and/or in a post-conflict environment/Security Sector Reform process.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Press and Public Information Officer	Employment Regime: Seconded	
Ref. Number: MA 095	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff Office/Press and Public Information	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Press and Public Information Officer (PPIO) reports to the Chief of Staff while working also in direct support of the Head of Mission (HoM) and the Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities

- To contribute to the implementation of the Mission Strategic Communications Plan;
- To draft, update and implement the Communication Strategy and annual communication plans of the Mission;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To produce communications material as well as social media content (including video productions and publicity campaigns) for different communication channels of the Mission;
- To organise contract/tender/designs for Mission visibility items, media products and publicity campaigns and to manage the Press and Public Information budget, procurement processes;
- To be the focal point for press and public information work;
- To lead and manage the work and staff of the Press and Public Information Office;
- To act as the Mission's spokesperson if required and to communicate the work of the Mission to the public;
- To organise and conduct press conferences, briefings, seminars, media events and journalist visits;
- To cover the media aspects of high-level visits and to cover external high-level meetings with Malian officials and international counterparts, as required;
- To monitor local and international media and draft regular media summaries;
- To monitor disinformation against the interests of the Mission in close cooperation with the Mission Analytical Capability, Security and CIS;
- To provide strategic and operational guidance and advise to the Mission management and relevant staff members on internal and external communications/lines to take;
- To regularly monitor and analyse the impact and the effectiveness of the Mission's communication and public outreach activities;
- To coordinate communication activities with the press offices of other EU actors in Mali, and with other international partners as required;
- To liaise closely with the CPCC Strategic Communications;
- To contribute to the training of Mission personnel as required;
- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;

- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To ensure project proposals are in line with Mission programmes and coordinated internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission 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 Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills;
- Proven experience in developing and implementing strategic communication;
- Teamwork skills;
- Time management skills;
- Problem solving skills;
- Project management skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Political sensitivity and ability to handle sensitive matters
- Knowledge of disinformation
- Knowledge about the local press and media environment
- Networking skills

Position Name: Executive Officer	Employment Regime: Seconded	
Ref. Number: MA 096	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Executive Officer reports to the Chief of Staff, while working in direct support of the Head of Mission (HoM) and of the Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities

- To support the management of the Head of Mission/Deputy Head of Mission/Chief of Staff office and guide the work of the local assistants;
- To coordinate advice and information provided for the Head of Mission/Deputy Head of Mission/Chief of Staff office by Mission offices and Mission members as required;
- To ensure close cooperation with the Head of Mission/Deputy Head of Mission/Chief of Staff office and/or other Mission members, drafting plans, directives, Standard Operating Procedures, orders and instructions to be approved and/or issued by Head of Mission;
- To ensure maintaining a registry of all official contacts with the Mission and to maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information.
- To coordinate and liaise with relevant Mission components as required;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information
- To contribute to the regular liaison/coordination with CPCC without prejudice to the chain of command;
- To summarise information and prepare briefing materials for the Head of Mission/Deputy Head of Mission;
- To prepare and review correspondence and documentation within the Head of Mission office, and to draft minutes, letters, reports and other official documents as required;
- If requested, to accompany the Head of Mission/Deputy Head of Mission to internal and external meetings, and to provide readouts, draft minutes and ensure required follow-up;
- To ensure the reception, registration and distribution of all official incoming and outgoing correspondence;
- In close cooperation with the relevant document management officer within the security department, to manage the Mission's records and archives effectively and in line with EU Classified Information policies;
- To facilitate the development of a centralised document management system and ensure its performance to meet organisational requirements;

3. General Tasks and Responsibilities

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

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Administrative skills (office management, event planning, project management);
- 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 working with a senior official or high-level executive;
- Experience in liaising with international organizations and/or government/law enforcement agencies.
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of EU protocol.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the functioning of the EU and, in particular, CSDP missions and operations.

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

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To facilitate the interaction between the Mission members on one hand and bilateral and multilateral actors on the other, in their respective areas of expertise and activity;
- To lead, direct and manage the work and staff of the Coordination Office, in accordance with the OPLAN and relevant 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 learned and best practices within the respective area of responsibility;

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; **AND**
- After having fulfilled the education requirements, a minimum of **6** years of relevant professional experience, out of which a minimum 3 years at management level.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

- Knowledge and experience of leading multi-thematic and multi-layered programmes related to Security Sector/Rule of Law reform process;
- Experience in coordination, international cooperation, operational analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's Degree in international relations, management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Brussels Support Element (BSE) - Operations and Reporting Officer	Employment Regime: Seconded	
Ref. Number: MA 112	Location: Brussels	Availability: 01/08/2023
Component/Department/Unit: Chief of Staff Office/BSE	Security Level: EU Secret	Clearance Open to Contributing Third States: No

1. Reporting Line

Embedded within the Civilian Planning and Conduct Capability (CPCC) in Brussels, the Brussels Support Element (BSE) - Operations and Reporting Officer reports to the Chief of Staff (CoS) and functionally supports and works with the CPCC.

2. Main Tasks and Responsibilities

- To liaise and maintain close coordination between the Mission and the CPCC, the European External Action Service, European Commission and EU Member States;
- To follow and coordinate political developments of interest to the Mission with EU institutions and interlocutors in close cooperation with the CPCC desk;
- To provide analysis on the Mission's mandate implementation;
- To closely follow developments in Mali, in particular those related to the Mission's mandate, and inform and advise CPCC on relevant aspects of the Mission operations;
- To contribute to the reporting, drafting and planning of Mission documents;
- To actively support the relevant CPCC Operations' desks in their day-to-day work (contributing to briefings, reports, meetings, read-outs, notes etc.);
- To contribute to CPCC's presentations to Brussels-based working groups and other actors as appropriate;
- To support the organisation of CPCC visits to the Mission and Mission's visits to Brussels and capitals;
- To regularly visit the Mission in agreement with the CoS and CPCC;

3. General Tasks and Responsibilities

- To identify and report lessons learned and best practices within the respective area of responsibility;
- To contribute and secure 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 job-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 level 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**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- People management skills and capacity to deal with different levels of stakeholders;
- Attention to details;

- Analytical and reporting skills;
- Networking skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Excellent analytical, synthesis and drafting skills;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Head of the Regional Advisory and Coordination Cell*	Employment Regime: Seconded	
Ref. Number: RACC 01	Location: Mauritania - Nouakchott	Availability: As soon as possible
Component/Department/Unit: RACC	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

* Pending the outcome of the Strategic Review of RACC

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Regional Advisory and Coordination Cell (RACC) in the five countries of the Sahel, ensuring that the RACC's mandate is implemented as set out in the Civilian Concept of Operations phase 2 (CONOPS) Sahel Regionalisation.
- To implement the RACC OPLAN.
- To adhere to the financial and administrative procedures, in compliance with the EUCAP Sahel Mali's budget to which the RACC is administratively dependent.
- To liaise with the Directorate for Security and Defence of the Executive Secretariat of the G5 Sahel, national authorities in the five countries, ECOWAS, the African Union, international organizations, diplomatic representatives, and technical and financial partners on any issue related to security and defence nationally and regionally.
- To ensure the mainstreaming of Human Rights and Gender is an integral part of security and defence domains.
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her authority.
- To lead the preparation of the Mission Implementation Plan in accordance with the Directorate of Security and Defence of the Executive Secretariat of the G5 Sahel, including the operationalisation of the G5S Joint Force military and police components,
- To ensure coordination and cooperation with the EU Delegations, the CSDP Missions in the region, Foreign Policy Instrument Services (FPI), the European Union Special Representative, the P3S, international stakeholders in the region and the Coalition for the Sahel.
- To ensure coordination and cooperation with the Directorate of Security and Defence of the Executive Secretariat of the G5 Sahel, in particular with the G5S Presidency, and other bodies of the G5S.
- To identify synergies with EU Member States and international programs/projects to implement a regional integrated approach.
- To ensure RACC's activities are consistent and sustainable over time.
- To ensure that relevant Operational Standard Operating Procedures (SOPs) are properly developed, implemented, and periodically reviewed.
- To ensure adequate communication flow within the RACC.

- To undertake any other related tasks as requested by the Civilian Operations Commander

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience, out of which at least 5 at senior management/coordination level;
- Experience in leading and coordinating multi-thematic and multi-layered efforts in support of security and defence sector.
- Knowledge and experience in the field of crisis management and/or development aid in fragile environments.

5. Essential Knowledge, Skills and Abilities:

- Capacity to lead and oversee a team with staff members of different professional backgrounds;
- Ability to establish/review priorities, to plan at strategic, operational, and tactical level and to exercise control over distant staff in different locations;
- Extensive knowledge in defence and/or security sector, ideally in planning and/or mapping exercise and sectorial reforms;
- Ability to engage with senior EU, international, and local officials;
- Ability to manage, mentor and motivate distant staff;
- Leadership and management skills;
- Extensive knowledge of the Sahel Region;
- Proven ability to interact and engage with high level African Counterparts in the region;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Civil servant or Police Officer or military officer ideally ranked OF-5;
- Experience in defence and/or security analysis and diplomacy with a demonstrated ability to manage and coordinate many different levels and participants;
- Management experience at the EU level or in an international organisation;
- Proven working experience in the Sahel Region.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of development aid and/or financial and technical cooperation projects, ideally through EU financial instruments
- French language skills: minimum level C1 (Proficient User);
- Ability to work in a multicultural environment;
- Knowledge and experience in the field of crisis management and/or development aid in fragile environments;
- Knowledge of development aid and/or financial and technical cooperation projects, ideally through EU financial instruments.

Position Name: Senior G5 Regional Internal Security Adviser*	Employment Regime: Seconded	
Ref. Number: RACC 08	Location: Mauritania - Nouakchott	Availability: As soon as possible
Component/Department/Unit: RACC	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

* Pending the outcome of the Strategic Review of RACC

1. Reporting Line:

The Senior G5 Regional Internal Security Adviser reports to the Head of the Regional Advisory and Coordination Cell (RACC).

2. Main Tasks and Responsibilities:

- To operationalise the RACC mandate and tasks as set out in the Civilian Concept of Operations for phase 2 (CONOPS) Sahel Regionalisation and the relevant implementation plan;
- To ensure the Coordination Hub liaison on police component matters;
- To support the RACC's efforts to enhance the performance and accountability of counterparts/institutions and to propose solutions;
- To provide analysis and recommendations to the local and regional counterparts in security matters;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant regional G5 Sahel counterparts;
- To liaise closely with other Senior Advisers and Experts as appropriate;
- To support the Senior Training Advisor in designing trainings;
- To ensure compliance with instruction/direction from RACC management;
- To provide strategic regional security analysis as required;
- To provide strategic advice to the G5S Permanent Secretariat and to its structures concerning the internal security sector and to propose solutions for strengthening them with a regional approach, including the facilitation of the operationalisation of the Police Component;
- To support the Head of the RACC in identifying synergies with other EU actors, EU Member States, other international organisations and international programs/projects to implement a regional integrated approach;
- To coordinate, guide and support the work of the Internal Security Experts of the network of Internal Security and Defence Experts (ISDEs) with a focus on the internal security sector, as well as the concerned thematic experts;
- In close coordination with the CSDP Missions and the network of Internal Security and Defence Experts (ISDEs) and EU Delegations, to maintain necessary contacts and build relationships with relevant local and international counterparts and maintain necessary contacts;
- Without prejudice to the actions carried out by the CSDP Missions and Operations, and other international stakeholders in theatre, ensure appropriate liaison with all G5 Sahel structures, most notably the G5S governance structures and regional training institutions;

- To follow and take into account ongoing initiatives carried out by various key actors in the field of security and defence and updating the gaps analysis and needs assessment in the security and defence sector in the G5 Sahel countries;
- To closely coordinate with CSDP Missions and Operations in theatre, including with EUNAVFOR MED Sophia and EUBAM Libya as appropriate;
- To collect and transmit relevant information from / to the ISDEs and CSDP Missions in theatre and to contribute to the preparation of the RACC reports;
- In liaison with the Internal Security Experts and the Administration Officer of the RACC, and the relevant CSDP Missions and Operations, to assess and coordinate the G5 and national training requests thus contributing to facilitation and support to the organisation and follow-up of the related training courses for external G5 trainees.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of Security sector;
- Ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- Organisational skills, the ability to work under pressure, and with tight deadlines and to manage multiple tasks and unexpected demands;
- Team management skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- At least 3 years of experience at management/coordination level.
- Police officer ideally ranked OF4 or OF5, or equivalent;

- Experience in security analysis and/or planning, and diplomacy with a demonstrated ability to manage and coordinate many different levels and participants;
- Experience in cross border issues;
- Experience of working in the EU environment;
- EU or international post conflict mission/organisation field experience;
- Proven working experience in the Sahel Region.

7. Desirable Knowledge, Skills and Abilities:

- Familiarity with other international actors in the field of crisis management;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Reporting and drafting skills;
- Strategic and creative thinking as well as decision-making ability.

Position Name: Brussels Support Element (BSE) - Policy and Liaison Officer for the Regional Advisory and Coordination Cell (RACC)*	Employment Regime: Seconded	
Ref. Number: RACC 15	Location: Belgium - Brussels	Availability: As soon as possible
Component/Department/Unit: RACC	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

* Pending the outcome of the Strategic Review of RACC

1. Reporting Line:

Embedded within the Civilian Planning and Conduct Capability (CPCC) in Brussels, the Brussels Support Element (BSE) - Policy and Liaison Officer reports to the Head of the RACC and functionally supports and works with the Conduct of Operations Division, CPCC.

2. Main Tasks and Responsibilities

- To liaise and maintain close coordination between the RACC and CPCC, the EU Institutions / services, and EU Member States;
- To follow and coordinate political developments of interest to the RACC with EU institutions and interlocutors in close cooperation with the CPCC Desk;
- To provide analysis on the RACC mandate implementation;
- To inform and advise CPCC on relevant aspects of RACC's operations;
- To contribute to reporting, drafting and planning of RACC's documents;
- To support CPCC Operations desk and contribute to briefings, reports, meetings, read-outs, and notes etc.;
- To contribute to CPCC presentations to Brussels-based working groups and other actors;
- To support Mission RACC's visits to Brussels, EU capital's and vice-versa;
- To regularly visit the RACC area of operations.

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 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 Degree; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Analytical and reporting skills;

- Networking skills;
- Sound understanding of the aims, purposes and functioning of the EU Common Security and Defence Policy (CSDP) and CSDP Missions;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

- Knowledge of international actors in the field of crisis management;
- Ability to develop and maintain effective work relationships with different national and cultural background with sensitivity and respect for diversity;
- Knowledge of development aid and/or financial and technical cooperation projects, ideally through EU financial instruments;
- Knowledge of the European Commission's aid programming and implementing process.

SECONDED/CONTRACTED POSITIONS

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

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience

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

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

5. Essential Knowledge, Skills and Abilities

- Analytical, research and problem-solving skills;
- Proficiency in at least one accounting software and Microsoft applications especially Excel;
- Attention to detail and ensure reliability and accuracy in the delivery of tasks;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Degree or certificate in economics/business or public administration/management/accounting or other related field;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Internal Auditor	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 006	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Internal Auditor reports to the Head of Mission and acts independently in the Mission's interest.

2. Main Tasks and Responsibilities:

- To advise the Head of Mission and all concerned parties on dealing with risks and provide independent advice on quality control systems and processes;
- To advise and assist the Head of Mission to ensure compliance with internal control standards;
- To assist and promote sound financial management;
- To assist the Head of Mission in identifying and controlling significant risks related to the achievement of the Common Security Defence Policy (CSDP) Mission objectives;
- To evaluate adequacy of management control systems, the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To be responsible for planning and conducting financial systems and performance audit controls;
- To establish a risk based ex-post financial control function to be performed in compliance with recognised audit standards and applicable rules;
- To develop a risk based audit programme for validation by the Mission management;
- To draft audit procedures and methods to meet the objective of audit engagements;
- To prepare high quality operational audit reports, present findings and recommendations on actions taken;
- To ensure financial operations are legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To design and establish risk mitigation systems and Mission financial circuits to improve compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To examine if resources are used efficiently and economically to achieve effective results;
- To operate in accordance with relevant rules and regulations and internationally established professional internal auditing standards;
- To prepare an annual audit report containing a summary of the number and type of internal audits, a synthesis of the recommendations and the actions taken;
- To make recommendations to the Mission management to improve efficiency and effectiveness of Mission operations.

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to deliver high-quality reports and make recommendations;
- Analytical, research and problem solving skills;
- Knowledge of audit and accounting principles;
- Experience working with financial/accounting/audit management software;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Master's degree in Economics, Accounting, Audit, Finance, or other related field;
- Experience in setting up an internal audit capability in a complex organisation;
- Knowledge of relevant EU rules and regulations;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or a recognised internal, external audit/accountancy certification or professional qualification, such as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

N/A

Position Name: Mission Security Officer**	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 013	Location: Mali - Bamako	Availability: 15 May 2023
Component/Department/Unit: Head of Mission Office/ Security and Duty of Care	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

**** Pending the outcome of a selection procedure**

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Firearms trained;
- To carry an issued individual weapon;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Armed Protection Operator (4 positions)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Assistant Level (MSAL)
Ref. Number: MA 021 MA 035 MA 039 MA 040	Location: Mali - Bamako	Availability: As soon as possible 10 March 2023 10 March 2023 As soon as possible
Component/Department/Unit: Security and Duty of Care Department/Armed Protection Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Armed Protection Operator reports to the Armed Protection Team Leader.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by a diploma **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Trained and certified in close protection techniques (theory and practice);
- Hold an industry standard First Aid Qualification;
- Experience driving Armoured vehicles;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats.

Position Name: Medical Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 043	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Security and Duty of Care Department/Medical Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Highly resilient and willing to work extra hours when required;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in organising and conducting MEDEVAC operations. Advanced Trauma Life Support (ATLS) provider course;
- Major Incident Medical Management and Support (MIMMS) course;
- Advanced Cardiac Life Support (ACLS/AHA) OR Advanced Life Support (ALS/ERC)course ,minimum provider level;
- Pre-Hospital Trauma Life Support (PHTLS) course, minimum provider level;
- Basic Life Support/ Cardio Pulmonary Resuscitation (CPR) – instructor course
- Experience in assessing medical facilities, including under difficult conditions abroad.
- Knowledge of tropical medicine;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area of operation.

Position Name: Legal Drafting Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 062	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Deputy Head of Mission/ Operations / SSR Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Legal Drafting Adviser reports to the Head of the SSR Component.

2. Main Tasks and Responsibilities

- To assess local legislative/normative/regulatory frameworks, including, in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities
- To identify areas requiring improvement/reform in line with the Mission Implementation Plan (MIP);
- To provide inputs to the development and regular updating of the MIP by supporting the identification of Mission's operational requirements;
- To closely coordinate with other EU and international actors involved in Legal Drafting matters;
- To assist, in close cooperation with all relevant Advisers, the Malian Ministries, in particular the Ministry of Security and Civil Protection, the Ministry of Defence and Veterans, the Ministry of Justice and the Ministry of Territorial Administration, as well as the Prime Minister's office and the National Assembly, to identify weaknesses, needs and areas of potential improvement in legislative and regulatory law.
- In close collaboration with all relevant Advisers, to contribute to the overall work on Security Sector Reform in his/her field of action;
- To advice, in close cooperation with all relevant Advisers, relevant authorities in matters of conceptual and doctrinal framework underlying restructuring and administrative reform processes;
- To assist, in close cooperation with all relevant Advisers, the Internal Security Forces (ISF) – National Police, National Gendarmerie and National Guard – in elaborating of new conceptual and doctrinal framework, in particular for Human Resources, Management, Internal Inspection and Training areas;
- To assist the elaboration of Standard Operation Procedures for the ISF, especially related to organisational change, Management Human Resources and internal inspection;
- To advise the Head of the SSR Component regarding identified Malian needs and recommended support by the Mission;
- To support Malian authorities as directed by the Head of the Head of the SSR Component;
- To assist the Head of the SSR Component in monitoring projects in his/her field of action.
- To collect and collate statistics about the workload/performance of local counterparts/institutions;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the MIP by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;

- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience, including experience in legal drafting.

5. Essential Knowledge, Skills and Abilities

- Critical thinking and active listening;
- Comprehensive reading;
- Complex problem solving skills;
- Innovative thinking;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Admission to the Bar in home or residential jurisdiction;
- Experience as lawyer or magistrate;
- Expertise in International Law;
- Experience in analysing complex legal issues and advising on legal texts;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Information Management Officer	Employment Regime: Seconded/Contracted	
Ref. Number: MA 097	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Information Management Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead the information management project that the Mission will be implementing in 2023-2024, facilitating the Mission-wide information sharing and archiving using a dedicated IT software.
- To develop, implement and manage a comprehensive records management programme/Mission filing plan for (a) unclassified/classified documents and (b) paper and electronic files, in accordance with European Union External Action Service (EEAS) Information Security and Data Protection regulations, EEAS Archives and Document Management standards;
- To be responsible for the collection, filling and preservation of manual and electronic records (classified and registered access material) to ensure timely access of documents, quality control measures are in place and metadata is introduced;
- To draft and review the Mission Document Management Standard Operating Procedures in accordance with EEAS, Civilian Planning and Conduct Capability (CPCC) Information Security and Data Protection regulations and Document Management standards;
- To recommend and implement new technology applications for archiving and document management;
- To provide advisory services on recordkeeping practices including needs and business process analysis;
- To apply retention policies, ensure registration, physical aspects of records storage and transfers meet established standards;
- To promote the importance of documents and archiving management as key Mission resources and provide information management expertise to Mission projects and programmes;
- To participate in budget drafting and facilitate procurement activities;
- To supervise the closure of files and the preparation of the transfer of Mission's archives to EEAS and the European Commission/Foreign Policy Instrument (FPI) by the end of the mandate or when required (including destruction of non-official documents);
- To ensure the correct transfer of the Mission archive to EEAS/FPI.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification

in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**

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

5. Essential Knowledge, Skills and Abilities:

- Ability to develop policies and procedures to comply with legislation and good practice;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Knowledge of EEAS Security Regulations, Data Protection Legislation, and Council Archives and records management standards;
- Experience on planning, developing and implementing information and/or document management systems.
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge of MS Office, especially SharePoint;
- Project management skills;
- Good interpersonal and communication skills;
- Ability to motivate colleagues.

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

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Ability to keep accurate and up-to-date records;
- Ability to establish and maintain effective working relations in a multi-cultural, environment with sensitivity and respect for diversity;
- Ability to pay close attention to detail so that work produced is reliable and accurate;
- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Experience in professional travel planning within an Airline Company and/or Travel Agency;
- Administrative experience;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

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

Position Name: Facilities Management Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 128	Location: Mali - Bamako	Availability: As soon as possible
Component/Department/Unit: Mission Support / Logistics	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Facilities Management Officer reports to the Head of Logistics.

2. Main Tasks and Responsibilities:

- Is primary responsible for the management of all EUCAP Sahel Mali facilities in Bamako including the allocation of office and residential accommodation within the organization adhering to European best practices and standards;
- To be responsible for the overall maintenance of EUCAP Sahel Mali premises, including the maintenance of buildings, installations and infrastructure;
- To manage team of assistants and general operatives organizing their workload and providing technical guidance and assistance;
- To analyze reported building malfunctions and take appropriated prioritized remedial action(s) to ensure business continuity;
- To ensure development, design and implementation of projects related to the premises;
- To monitor and manage existing service and supply contracts;
- To provide input to premises assessments as required;
- To manage the acquisition of services, furniture, fitting & equipment, office consumables and other materials necessary for the operations;
- To advise on the allocation of office/residential space and to manage internal moves where necessary;
- To assist in the preparation and review of the office's budget proposals and acting as task officer, manage the implementation of the budget where required;
- To identify and follow up malfunctions ensuring the proper actions for reparations;
- To draft the reports and policies as required;
- To assist the Head of Mission Support in the overall management of engineering, building management and related maintenance;
- To contribute to the long and medium term engineering/construction planning;
- To oversee projects implemented by contractors including project development design, preparation of plans, specifications, tender documents and supervision of works, services and supply;
- To specify system components and direct modification of products to ensure conformance with engineering design and performance specifications;
- To research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements/engineering principles;
- To assist in drafting structural design of products, using drafting tools or computer-assisted design/drafting equipment and software;
- To oversee installation, operation, maintenance and repair of machines and equipment;
- To estimate engineering, construction or extraction project costs and prepare contracts for works, services and supply;

- To coordinate maintenance and safety procedures, service schedule and supply of materials required to maintain machines and equipment.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the fields of Engineering, Building Science, Logistics, Supply Chain Management, Transport, Administration or other related field) **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Proven ability to write and present in English in a clear and concise manner, including ability to prepare reports and conduct presentations;
- Proficiency in use of standard Microsoft Office package, maintenance related software and data entry processes, knowledge of logistics databases and procedures;
- Demonstrated skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects and activities;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Advanced technical experience of a broad range of maintenance requirements for facility and camp management related aspects;
- Proven decision-making ability;
- Logical analytical approach to solving problems using sound judgment and decision-making methodologies;
- Knowledge of current technologies used for Logistics, Supply Chain Management, Asset Management, Inventories such as Enterprise Resource Planning (ERP) System and AutoCAD;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Proven knowledge of inventory systems and technical trade, such as electrician, plumber, diesel fitter etc. would be an asset;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, environment with sensitivity and respect for diversity;

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Practical knowledge of field operations, contract execution and administration;
- Understanding of procurement policies, practices and procedures.

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

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, Engineering or other related fields; **AND**
- After having fulfilled the education requirements, a minimum of 4 years relevant professional experience.

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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