

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Capacity Building Mission in Mali EUCAP Sahel Mali 1-2025 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Capacity Building Mission in Mali			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (21 positions)</u>			
	MA 013	Mission Security Officer	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	MA 048	Border Management Adviser	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	MA 050	Criminal Investigation Adviser	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	MA 060	Trainer on Human Resources Management	Bamako	05 July 2025, for 12 months with the possibility of extension, and non-permanent deployment
	MA 061	Trainer on Interoperability	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	MA 064	Trainer on Professional Intervention	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	MA 069	Trainer on Border Management	Bamako	09 July 2025, for 12 months with the possibility of extension, and non-

			permanent deployment
MA 070	Trainer on Risk and Crisis Management	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
MA 073	Senior Advanced Training Adviser	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
MA 074	Senior National Training Centre Adviser - National Police	Bamako	21/04/2025, for 12 months with the possibility of extension, and non-permanent deployment
MA 078	Political Adviser	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
MA 080	Human Rights Adviser	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
MA 082	Environmental Adviser	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
MA 083	Head of Press and Public Information Office	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
MA 085	Executive Officer*	Bamako	06 August 2025, for 12 months with the possibility of extension, and non-permanent deployment
MA 088	Mission Analysis Capability (MAC) Analyst	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
MA 089	Head of Planning, Evaluation and Reporting	Bamako	08 October 2025, for 12 months with the possibility of extension, and non-permanent deployment
MA 090	Planning and Evaluation Officer**	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment

	MA 092	Reporting Officer*	Bamako	01 September 2025, for 12 months with the possibility of extension, and non-permanent deployment
	MA 095	Coordination and Liaison Officer EUDEL	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	MA 096	Head of Projects	Bamako	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	<u>Seconded/Contracted (6 positions)</u>			
	MA 004	Verification Officer	Bamako	ASAP until 31 January 2026, with the possibility of extension, and non-permanent deployment
	MA 012	Deputy Senior Mission Security Officer	Bamako	16 April 2025 until 31 January 2026, with the possibility of extension, and non-permanent deployment
	MA 015	Mission Security Officer	Bamako	ASAP until 31 January 2026, with the possibility of extension, and non-permanent deployment
	MA 021	Armed Protection Operator	Bamako	ASAP Until 31 January 2026, with the possibility of extension, and non-permanent deployment
	MA 101	Administration and Travel Officer***	Bamako	ASAP Until 31 January 2026, with the possibility of extension, and non-permanent deployment
	MA 108	Financial Accounting Officer	Bamako	ASAP Until 31 January 2026, with the possibility of extension, and non-permanent deployment
Deadline for applications :	Friday, 18 April 2025 at 17:00 (Brussels time)			

<p>Applications must be submitted to:</p>	<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/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do 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. <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>
<p>Information:</p>	<p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ) Personnel Division: civopshq-hr-eucap-sahel-mali@eeas.europa.eu +32 (0)2 584 34 16</p>

*Pending the outcome of the extension exercise

** Pending the availability confirmation of the position

*** Pending the outcome of the recruitment process

High Risk Non-Family Mission

EUCAP Sahel Mali bears a High-Risk Non-Family Mission status due to the present risk rating of the mission area as high, according to the SIAC risk rating table. As such, international seconded and contracted mission members shall at no time receive visits or be habitually accompanied by any family member in the mission area for the duration of their present tour of duty or contract.

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

Contracted personnel – The Mission may recruit international staff on a contractual basis as required through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

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

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

I. GENERAL CONDITIONS

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

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

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

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

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

II. REQUIREMENTS

II.A Essential requirements

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

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

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

Education and training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

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

Skills and abilities

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

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

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

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

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

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

II.B Desirable requirements

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

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

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

Language – Knowledge of local language(s), depending on the job tasks and responsibilities.

Driving licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

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

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

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

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

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

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

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Certificate/booklet of vaccination – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

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

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

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

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

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

IV. ADDITIONAL INFORMATION

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

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

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

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

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

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

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

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

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

V. JOB DESCRIPTIONS

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

SECONDED POSITION(S)

Position Name: Mission Security Officer	Employment Regime: Seconded	
Ref. number: MA 013	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Head of Mission Office/ Security and Duty of Care	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

requirements.

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

7. Desirable Knowledge, Skills and Abilities:

- Excellent knowledge of the Mission area and potential security threat;
- Ability to contribute creatively to the development of security policies and procedures;
- Firearms trained.

Position Name: Border Management Adviser	Employment Regime: Seconded	
Ref. number: MA 048	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Operations Department / Security Sector Reform Component	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: YES

1. Reporting Line:

The Border Management Adviser reports to the Head of the Security Sector Reform Component.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

- attested police and/or military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Criminal Investigation Adviser	Employment Regime: Seconded	
Ref. number: MA 050	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Operations / Security Sector Reform Component	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: YES

1. Reporting Line:

The Criminal Investigation Adviser reports to the Head SSR component.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

responsibility;

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position Name: Trainer on Human Resources Management	Employment Regime: Seconded	
Ref. number: MA 060	Location: Mali - Bamako	Availability: 05 July 2025
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU RESTRICTED (Criminal Record required)	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 the Civilian Operations Headquarters' (CivOpsHQ) guidelines and Mission priorities.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in managing, coordinating and conducting interactive training and/or adult learning 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 Interoperability	Employment Regime: Seconded	
Ref. number: MA 061	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Operations/Capacity Building Component	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To train the members of the Malian Internal Security Forces (ISF), through the Security Forces Staff College, on Interoperability, using lessons learnt and actual cases;
- To help identify the local counterparts' needs in terms of Interoperability;
- To train (future) Malian trainers in Interoperability (train the trainers);
- To train and provide tactical and operational advice in the field of Interoperability;
- To closely coordinate with other actions already undertaken by international stakeholders;
- To support the training advisors and the Malian authorities in developing training strategies / policies / plans / curricula / exercises / training institutions as directed by the Deputy Head of Capacity Building Component/Trainers Team Leader;
- To identify required reforms and appropriate support to be provided by the Mission, including through monitoring/mentoring/advising and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To contribute to the Unit's inputs to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To work closely with the Senior Advanced Training Adviser and other relevant advisers from the Mission.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Essential Knowledge, Skills and Abilities:

- Analytical skills and ability to conduct environmental assessments/analyses;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Professional training qualification/certification;
- Successful completion of training courses in the field of Interoperability;
- A minimum of 2 years of experience as Law enforcement trainer in Interoperability;
- Experience as Senior Law Enforcement Officer.

7. Desirable Knowledge, Skills and Abilities:

- N/A.

Position Name: Trainer on Professional Intervention	Employment Regime: Seconded	
Ref. number: MA 064	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Operations/Capacity Building	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To train the members of the Malian Internal Security Forces (ISF) (currently focusing exclusively on the National Police) - on professional intervention related tasks, using lessons learnt and actual cases;
- To help local counterparts to identify their needs in terms of professional intervention;
- To train the (future) Malian trainers in professional intervention (train the trainers);
- To train and provide tactical and operational advice to the Malian Police unit leaders;
- To help the counterparts elaborate Standard Operating Procedures, especially related to large scale and multi-disciplinary operations;
- To closely coordinate with other actions undertaken by international stakeholders;
- To support Malian authorities in developing training strategies / policies / plans / curricula / exercises / training institutions as directed by the Deputy Head of Capacity Building Component/Trainers Team Leader;
- To identify required reforms and appropriate support to be provided by the Mission, including through monitoring/mentoring/advising and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's Components;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with the Civilian Operations Headquarters' (CivOpsHQ) guidelines and Mission priorities.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

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

5. Essential Knowledge, Skills and Abilities:

- Presentation and mediation skills;
- Ability to draft policies, guidelines, and communicate to a broad audience;
- Experience in organising interactive training and/or adult learning programs including program planning, design, implementation, management, monitoring and evaluation;
- Ability to plan, multitask and manage time effectively;
- Ability to accompany and motivate local counterparts;
- Knowledge of Professional Intervention related matters;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Trainer on Border Management	Employment Regime: Seconded	
Ref. Number: MA 069	Location: Bamako	Availability:
Component/Department/Unit: Operations Department/Capacity Building Component	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. General Tasks and Responsibilities

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- 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;
- Innovative thinking;
- A minimum of 4 years of relevant professional experience in national/international training units/programmes for law enforcement.
- Experience in designing and delivering training;
- International experience, particularly in crisis areas with multi-national and international organisations.

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 070	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Operations /Capacity Building Component	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To assess, identify and evaluate, in close coordination with the relevant advisers and the Malian counterparts, any requirements, gaps, needs and/or priorities on “Risk and Crisis Management” matters, with reference to terrorism, natural disasters, evacuations, epidemics, pandemics and quarantine, mass fatality events and any other threat;
- To assist – through training and accompanying actions – the relevant advisers in supporting the development/strengthen of specific services/units within the Malian Internal Security Forces (ISF), capable of effectively plan, mitigate and respond to a crisis and its subsequent consequences;
- To develop, in close coordination with the relevant advisers, a training’s curricula in the field of “Risk and Crisis Management”;
- To design and deliver specific training modules on “Risk and Crisis Management” matters, through a variety of training approaches including traditional classroom, programmed learning, hands-on, simulation and computer aided training incl. exercises;
- To contribute to the training of (future) 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 / exercises / training institutions as directed by the Deputy Head of Capacity Building Component/Trainers Team Leader;
- To identify required reforms and appropriate support to be provided by the Mission, including through monitoring/mentoring/advising and/or direct training;
- To provide inputs to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training;
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with the Civilian Operations Headquarters (CivOpsHQ) guidelines and Mission priorities;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Advanced Training Adviser	Employment Regime: Seconded	
Ref. number: MA 073	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Operations / Capacity Building Component	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and accompanying local counterpart(s) from the advanced training center, in particular the Security Forces Staff College, in a structured manner, promoting local ownership;
- To support Malian authorities in developing training strategies / policies / plans / curricula / exercises / training institutions as directed by the Head of Capacity Building Component;
- 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 support the local counterparts in the assessment of their training activities;
- To collect and collate statistics about the workload and performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instructions/directions from Mission management;
- To work closely with the trainer on interoperability and other relevant trainers of the Capacity Building Component as well as Mission Advisers as appropriate;
- To design and deliver training; including traditional classroom, programmed learning, hands-on, simulation and computer aided training and exercises;
- To be the key interlocutor for developing the conceptual and organisational framework of the training for the local counterparts;
- To help record and review all documentation relating to training;
- To provide expertise to the Training Office of the local counterparts in the conceptual and doctrinal framework underlying restructuration and reform process in training, including the organisation of the Training Office itself;
- To assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula;
- To assist and advise in managing, running and evaluating training courses at academic level;
- To establish and maintain the necessary contacts with external national, regional and international bodies or services providers involved in training matters.

3. General Tasks and Responsibilities:

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

- To undertake any other related tasks as requested by the line manager(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
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate 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 in elaboration of training documents and strategies;
- 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;
- Evaluation skills.

Position Name: Senior National Training Centre Adviser - National Police	Employment Regime: Seconded	
Ref. number: MA 074	Location: Mali - Bamako	Availability: 21 April 2025
Component/Department/Unit: Operations /Capacity Building Component	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To 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; including traditional classroom, programmed learning, hands-on, simulation and computer aided training and exercises;
- To be the key interlocutor for developing the conceptual and organisational framework of the training for the 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.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's

Degree **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate 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: Political Adviser	Employment Regime: Seconded	
Ref. number: MA 078	Location: Mali - Bamako	Availability: 01 June 2025
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;
- To coordinate the work of the Political Advisers, if the incumbent is the most senior member of the team.

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. 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: Human Rights Adviser	Employment Regime: Seconded	
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Ref. number: MA 080	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Environmental Adviser	Employment Regime: Seconded	
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Ref. number: MA 082	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for environmental and climate issues in both external and internal mission activities;
- To advise on and assist in the operationalisation of the integration of a climate and environment perspectives and mainstreaming issues within the Mission and its operational activities;
- To assess the environmental situation in Mali and analyse the implications on security and potential implications on the 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 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 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;
- Knowledge of the Sustainable Development Goals and The Paris Agreement content and their applications;
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Training skills;
- 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:

- French language skills: minimum level B1/B2 (Independent User);
- Technical knowledge on environmental and climate mitigation/adaptation;
- Knowledge and understanding of environmental crime -and the environment, climate and security nexus;
- Ability to work independently with minimum supervision;
- Negotiation and problem solving skills;
- Ability to motivate and inspire colleagues;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

Position Name: Head of Press and Public Information Office/Spokesperson	Employment Regime: Seconded	
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Ref. number: MA 083	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/ Press and Public Information	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: NO

1. Reporting Line:

- The Head of Press and Public Information Office/Spokesperson reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of the Press and Public Information Office;
- To act as the Mission main spokesperson and communicate the work of the Mission to the public;
- To maintain a close working relationship with the Spokesperson of the High Representative in coordination with the Civilian Operations Headquarters (CivOpsHQ);
- To draft, review and implement the Strategic Communications Plan of the Mission, including a Foreign Information Manipulation and Interference (FIMI) strategy;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To supervise and contribute to the development and maintenance of an effective Mission website and social media accounts;
- To advise and contribute to the drafting of press releases, public statements, media summaries, articles and features;
- To manage the Press and Public Information budget, procurement processes and contract/tender/designs for Mission visibility items;
- To coordinate with the press offices of other EU Delegations, the EU Special Representative and other EU actors in Mali;
- To monitor disinformation against the interests of the Mission in close cooperation with input from the Mission Analysis Capability, Security and Duty of Care and CIS;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

Communication Sciences, Political studies, International Relations, Humanities, Social sciences or other related field; **AND**

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

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of formulating and implementing a communication strategy/plan;
- Experience and skills in digital communication;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience running media and outreach campaigns;
- Experience in planning and implementing projects;
- Knowledge of disinformation;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge about the local press and media environment.

Position Name: Executive Officer*	Employment Regime: Seconded	
Ref. number: MA 085	Location: Mali - Bamako	Availability: 06 August 2025

Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO
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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 the CivOpsHQ 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 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:

- Administrative skills (office management, event planning, project management);
- 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:

- French language skills: minimum level B1/B2 (Independent User);
- Knowledge of the functioning of the EU and, in particular, CSDP missions and operations.

Position Name: Mission Analysis Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. number: MA 088	Location: Mali - Bamako	Availability: ASAP

Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO
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1. Reporting Line:

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Handling, processing, analysis and presentation of information from various sources;

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Planning, Evaluation and Reporting	Employment Regime: Seconded	
Ref. number: MA 089	Location: Mali - Bamako	Availability: 08 October 2025

Component/Department/Unit: Chief of Staff Office/Planning, Evaluation and Reporting Section	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: NO
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1. Reporting Line:

The Head of the Planning, Evaluation and Reporting Section reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Section, to produce the Mission operational planning, evaluation and reporting products, including, the weekly, six-monthly and special reports;
- To compile, ensure consistency and update the Mission Implementation Plan in coordination with the Mission operational elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with other Mission departments (Operations and COS Office in particular);
- To supervise and support the drafting (and on occasions analysis) of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow within the Mission to the CivOpsHQ, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the implementation of specific processes/activities/projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To ensure that the evaluation of the activities conducted by the Mission (training, advice and projects) provide recommendations on strategic considerations as well as possible future operational activities;
- To ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies;
- Support the work of the Chief of Staff when required.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

education requirements, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in the area of knowledge management, organisational learning or policy development;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- French language skills: minimum level B1/B2 (Independent User);
- Knowledge of evaluation tools and different assessment methodologies;
- Ability to establish/review priorities, to plan and to exercise control;
- Analytical capability and drafting, report writing and editing skills;
- Sound understanding of strategic and operational considerations.

Position Name: Planning and Evaluation Officer**	Employment Regime: Seconded	
Ref. number: MA 090	Location: Mali - Bamako	Availability: ASAP* Pending the result of grading

Component/Department/Unit: Chief of Staff Office/ Planning, Evaluation and Reporting Section	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: YES
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1. Reporting Line:

The Planning and Evaluation Officer reports to the Head of Planning, Evaluation and Reporting.

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and developing new projects in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities;
- To develop analytical indicators and tailor-made tools to monitor, evaluate and assess the operational activities of the Mission, including outcomes, outputs and return on investment;
- To analyse and interpret the results and data, and to draft reports based on this analysis;
- To propose recommendations to the Head of Operations/Senior Management based on the monitoring and evaluations conducted, including in the development of new activities;
- To prepare and give presentations, produce talking points, speeches and presentations for various purposes and contexts, and draft meetings reports.
- To temporarily replace the Head of Planning, Evaluation and Reporting section, if needed.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection;
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in leading and communicating change management initiatives;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in a unit or service specialised in evaluation and assessment;
- Experience in advising senior management.

7. Desirable Knowledge, Skills and Abilities:

- French language skills: minimum level B1/B2 (Independent User);
- Knowledge of evaluation tools and different assessment methodologies;
- Analytical, synthesis and drafting skills;
- Ability to establish, plan, and review priorities;
- Negotiation and problem-solving skills;
- Ability to motivate and inspire colleagues;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

Position Name: Reporting Officer*	Employment Regime: Seconded	
Ref. number: MA 092	Location: Mali - Bamako	Availability: 01 September 2025

Component/Department/Unit: Chief of Staff Office/Planning, Evaluation and Reporting Section	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: NO
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1. Reporting Line:

The Reporting Officer reports to the Head of Planning, Evaluation and Reporting.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on Mali, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations, produce talking points, speeches and presentations for various purposes and contexts, and draft meetings reports.
- To keep updated of the operational context in Mali, including the security aspects, for the reporting purposes;
- To liaise with other departments in order to gather information on the Mission activities and to share relevant information within the Mission;
- To monitor local and international media and other relevant sources to support the reporting activities;
- To temporarily replace the Head of Planning, Evaluation and Reporting section, if needed.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding;
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in reporting and/or analytical work in the field of international affairs, international security, development or humanitarian affairs.

7. Desirable Knowledge, Skills and Abilities:

- French language skills: minimum level B1/B2 (Independent User);
- Political sensitivity and ability to handle sensitive matters;
- Knowledge of disinformation;
- Ability to establish, plan, and review priorities;
- Negotiation and problem-solving skills;
- Ability to motivate and inspire colleagues;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

Position Name: Coordination and Liaison Officer EUDEL	Employment Regime: Seconded	
Ref. number: MA 095	Location: Mali - Bamako	Availability: 01 March 2025

Component/Department/Unit: Chief of Staff/ Coordination Office	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: NO
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1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- French language skills: minimum level B1/B2 (Independent User);
- Political sensitivity and ability to handle sensitive matters;
- Ability to establish, plan, and review priorities;
- Project management skills;
- Mediation and negotiation skills;
- Networking skills.

Position Name: Head of Projects	Employment Regime: Seconded	
Ref. number: MA 096	Location: Mali - Bamako	Availability: ASAP

Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: NO
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1. Reporting Line:

The Head of Projects reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons 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, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

SECONDED/CONTRACTED POSITION(S)

Position Name: Verification Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. number: MA 004	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

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:

- French language skills: minimum level B1/B2 (Independent User);
- Good knowledge and/or experience in strategic management and/or public administration.

Position Name: Deputy Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post category for Contracted
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		Mission Support – Management Level (MSML)
Ref. number: MA 012	Location: Mali - Bamako	Availability: 16 April 2025
Component/Department/Unit: Head of Mission Office/ Security and Duty of Care	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Deputy Senior Mission Security Officer (D/SMSO) reports to the Senior Mission Security Officer and in his/her absence to the Head of Mission.

2. Main Tasks and Responsibilities:

- To support the Senior Mission Security Officer in leading, managing and coordinating the work and staff of Security and Duty of Care Unit;
- To support Mission members related to security measures and ensure all necessary actions are taken particularly in emergency cases;
- To assist the Senior Mission Security Officer in the supervision and planning of all field visits/journeys and provide timely advice and guidance to Mission members;
- To participate in the staff recruitment for the Security and Duty of Care Department;
- To assist the Senior Mission Security Officer in the management of Contracted Guards;
- To travel to high risk areas and conduct security measures;
- 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 and EU Field Security Policy;
 - To contribute to the development, implementation and updating of the Mission Security Plan and supporting security and safety instructions, security documents, and procedures;
 - To contribute to the development and implementation of relocation/evacuation measures and establish an effective warden and movement of personnel system;
 - To deputise for the Senior Mission Security Officer as required;
 - To advise the Head of Mission, Senior Mission Management and Mission Members on all security related matters affecting the Mission, its assets, personnel, information and reputation;
 - To assess the security situation and provide advice, assistance, and implement measures to ensure the security and safety of Mission members;
 - To contribute to the protection of EU classified information (EUCI) and ensure information is handled in accordance with EU rules and regulations;
 - To produce security inputs to daily Situation Reports, Weekly Operations Summaries and Six-Monthly Reports etc. and ensure real time reporting from trouble spots;
 - To provide comprehensive security induction training to Mission members;
 - To conduct regular security drills, communication tests and evacuation exercises;
 - To advise Mission Members on security issues as required;
- To conduct security reviews on Mission property and buildings and make recommendations for improvements;
- To perform security reviews of Mission members personal protective equipment, transport, and Mission members residences as necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in relation to security.
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security equipment, contracts/services and draft terms of reference;
- To ensure all security and communications equipment is operational and ready to use;
- To implement gender-responsive leadership and ensure gender and human rights

- mainstreaming internally and externally in mandate implementation;
 - To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
 - To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.
- 3. General Tasks and Responsibilities:**
- To identify and report on lessons learnt and best practices within the respective area of responsibility;
 - To contribute and ensure timely reporting on activities within the respective area of responsibility;
 - To take account of gender equality and human rights aspects in the execution of tasks;
 - To undertake any other related tasks as requested by the Line Manager(s).
- 4. Essential Qualifications and Experience:**
- Successful completion of University studies of at least 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 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.
- 5. Essential Knowledge, Skills and Abilities:**
- Ability to exercise collaborative, sound and effective leadership;
 - Ability to manage, mentor and motivate a professionally diversified and multicultural team;
 - Ability to establish, plan, and review priorities;
 - Organisational, planning, and time 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:**
- Security studies, security and defence studies, peace and conflict studies, intelligence or other related studies;
 - Successful completion of the EU Mission Security Officer Certification Course or equivalent;
 - Valid license for armoured vehicle or C or C1 driving license;
 - International experience, particularly in crisis areas with multinational and international organisations.
- 7. Desirable Knowledge, Skills and Abilities:**
- Knowledge of the Mission area and potential security threats.
 - Firearms trained.

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post category for Contracted Mission Support – Management Level (MSML)
Ref. number: MA 015	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Head of Mission Office/ Security and Duty of Care	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

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

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

7. Desirable Knowledge, Skills and Abilities:

- Excellent knowledge of the Mission area and potential security threat;
- Ability to contribute creatively to the development of security policies and procedures;
- Firearms trained.

Position Name: Armed Protection Operator	Employment Regime: Seconded/Contracted	Post category for Contracted Mission Support - Assistant Level (MSAL)
Ref. number: MA 021	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Security and Duty of Care /Armed Protection Unit	Security Clearance Level: EU RESTRICTED (Criminal Record required)	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:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by a diploma **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Trained in basic life support (medical training);
- Firearms trained;
- Ability to operate a variety of communication systems;
- Advanced driving training (defensive driving);

- Ability to perform under stress and in difficult circumstances (hostile situation experience);
- Valid licence for armoured vehicles or C or C1 driving licence;
- Discreet, diplomatic and flexible;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience:

- Trained and certified in close protection techniques (theory and practice);
- Hold an industry standard First Aid Qualification;
- Experience driving armoured vehicles;
- Close Protection working experience in high risk or war zones;
- Capacity to operate various weapon systems, including machineguns and sniper rifles;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Physically trained with regular practice of combat sports.

Position Name: Administration and Travel Officer***	Employment Regime: Seconded/Contracted	Post category for Contracted Mission Support - Management Level (MSML)
Ref. number: MA 101	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

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

5. Essential Knowledge, Skills and Abilities:

- Ability to keep accurate and up-to-date records;
- Ability to establish and maintain effective working relations in a multi-cultural, environment with sensitivity and respect for diversity;
- Ability to pay close attention to detail so that work produced is reliable and accurate;
- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- 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:

- French language skills: minimum level B1/B2 (Independent User);
- Reporting skills;
- Knowledge of EU administration and regulations;
- Knowledge of current technologies used for Administration such as Enterprise Resource Planning (ERP) System.

Position Name: Financial Accounting Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 108	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Head of Mission Office / Mission Support Department / Finance Office	Security Clearance Level: EU RESTRICTED (Criminal Record required)	Open to Contributing Third States: No

1. Reporting Line:

The Financial Accounting Officer reports to the Head of Finance (HoF).

2. Main Tasks and Responsibilities:

- To assist the Head of Finance in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Finance;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To follow up on the reconciliation of bank statements with payroll and accounts;
- To implement the financial rules and internal processes
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on time delivery;
- To implement audit recommendations and ensure the effectiveness of internal control;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To assist the Head of Finance in drafting the Mission budget;
- To manage on a daily base with the assistance of the finance team the accounting, including general ledger, accounts payable, receivables, Mission claims, purchases, bank accounts, payroll, funds and petty cash;
- To Manage the Invoice registry;
- To check the proper use of Mission credit cards and follows up with the proper documentation for each transaction;
- To check calculations and follows up on the disbursement of salaries, daily allowances and other payables and deductibles;
- To ensure the periodic reporting of accounts;
- Assists in the compilation of financial reports for senior management and EU policy makers;
- To provide guidance and advice in finance-related issues to Mission departments, sections and units;
- To assist in the budget preparation and reallocation of funds as required, in the development of financial procedures and policies;
- To propose improvements to the system and tools for the management of commitments (budgetary and legal);
- To liaise and cooperates on financial issues with the EU Supervising Authorities and all other relevant actors (banks, local authorities) under the supervision of the Head of Finance;
- To identify risks and reports them under the Mission Annual Risk Management Plan;

- To devise new systems to improve the maintenance of accountants and financial documentation.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Knowledge of accounting software and general financial principles;
- Analytical, research and problem-solving skills;
- Proficiency in MS software, especially Excel;
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Master's Degree or certificate in Accounting, Economics, Finance or specialised training/course in accounting/finance or other related fields;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant or Chartered Accountant;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- French language skills: minimum level B1/B2 (Independent User);
- Good working knowledge of UBW
- Knowledge of EU financial regulations.