

Annex 1 – Requirements and Job Descriptions

**02-2022 Extra-Ordinary Call for Contribution for the
EUCAP Sahel Mali - Regional Advisory and Coordination Cell (RACC)**

Organisation:	EUCAP Sahel Mali - Regional Advisory and Coordination Cell (RACC)			
Job Location:	MALI Bamako – MAURITANIA Nouakchott			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Availability:
	<u>Seconded</u> (1)			
	RACC 01	Head of the Regional Advisory and Coordination Cell (RACC)	Nouakchott	ASAP
	MA 141	Head of Human Resources	Bamako	5 September 2022
	<u>Seconded/Contracted</u> (2 position)			
	MA 005	Verification Officer	Bamako	11 September 2022
Deadline for applications:	26 September 2022 at 17:00 Brussels time			
How to Apply:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login:</p> <p style="padding-left: 20px;">https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login:</p> <p style="padding-left: 20px;">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2) You do not have the nationality of an EU Member State: only <u>seconded</u> nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</p> <p><i>Please note: <u>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</u></i></p>			

Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Norie RØNVED</p> <p>cpcc-mali@eeas.europa.eu</p>
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EUCAP Sahel Mali bears a High Risk Non-Family Mission status due to the present risk rating of the mission area as high. As such, international Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For reasons of security, the Mission Members are obliged to live in restricted areas, where security responsibilities are born by the Mission.

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

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

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

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

Tour of Duty/Contract Period – Duration of the deployment should be 12 months for seconded positions. For contracted positions the contract will run until 14 January 2023, with possible renewal for one year.

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

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State or of a Contributing Third State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The 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 – The 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 – The 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.

Physical and Mental Health –The 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 shall 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 recruitment. 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 (Third) States/country of residence.

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions. Candidates **are strongly advised** to verify their compliance through the link available in the footer reference.

2. Knowledge

The candidates should have knowledge of the EU Institutions and of the mandate of EUCAP Sahel Mali and Regional Advisory and Coordination Cell (RACC), particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

Language Skills² – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates **are strongly advised** to verify their proficiency through the link available in the footer reference.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

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

Computer Skills – Skills in Word processing, spreadsheet and e-mail systems are essential.

Driving Skills – The 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 – The 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 SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

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

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

Driving Licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

² [Common European Framework of References for Languages](#)

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

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

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

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

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

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected 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 asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU

policy and UNSCR1325 on Women, Peace and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when offering contributions at all levels.

Selection Process – The 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.

The selection of candidates, who are working for other civilian CSDP Missions at the time of their application, will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – EU Member 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, SAFE and BASE³ modules, which are designed for the delegations or equivalent, until a new platform is launched.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

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

V. JOB DESCRIPTIONS`

The current reporting lines of the following job descriptions may be subject to modification based on operational requirements and in line with the principles set out in the CONOPS Regionalisation Phase 2 as well as the Operational Plan (OPLAN) of EUCAP Sahel Mali.

³ <https://webgate.ec.europa.eu/eeas/security-e-learning>

Seconded

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, direct and manage activities of the Regional Advisory and Coordination Cell (RACC) and its network of Internal Security and Defence Experts (ISDEs) and to ensure that the RACC's mandate and tasks as set out in the Civilian Concept of Operations phase 2 (CONOPS) Sahel Regionalisation and the OPLAN for EUCAP Sahel Mali (to which the RACC is administratively attached) are implemented;
- To liaise with the G5 Sahel governance structures and national authorities, international organisations and diplomatic representatives;
- To map and monitor the activities of the EU and other relevant actors in the field of security and defence to ensure the mainstreaming of gender equality and Women, Peace and Security;
- To ensure the discipline of the RACC staff, including internal investigations;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her authority;
- To undertake any other related tasks as requested by the Civilian Operations Commander;
- To lead the preparation of the implementation of the RACC activities in line with the CONOPS phase 2 of Sahel Regionalisation and to ensure and supervise its implementation, by leading RACC in advising G5S Structures, including the operationalisation of the G5S Joint Force military and police components and of the Coordination Hub ;
- Without prejudice to the actions carried out by the CSDP Missions, and other international stakeholders in theatre, ensure appropriate coordination and cooperation with the G5 Sahel governance structures, in particular with the G5S Presidency, Permanent Secretariat, G5S Training facilities in the region and relevant G5S countries national authorities, as well as with the EU Delegations and Foreign Policy Instrument Services (FPI) representatives in the region;
- Following and taking into account ongoing initiatives carried out by various key actors, to supervise and provide guidance on the updating of the gaps analysis and needs assessment in the security and defence sector of the G5 Sahel Countries through ISDEs, and the existing Sahel CSDP Missions;
- To ensure the monitoring of the budget expenditures and to make sure that RACC is complying with EUCAP Sahel Mali administrative/financial procedures;

- To identify synergies with other EU, EU Member States and international programs/projects to implement a regional integrated approach, and to ensure appropriate monitoring and reporting to the chain of command;
- To work in close cooperation with the other CSDP Missions, EUSR for Sahel, EU Delegations in the G5 countries, EU instruments, and international stakeholders in the region, through frequent travel across the region and in accordance with the CONOPS and the relevant OPLANs;
- To ensure timely reporting of the RACC as appropriate;
- To ensure the consistency and sustainability of RACC activities over time;
- To ensure that relevant Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that staff working under his/her responsibility is periodically updated on RACC's mandate implementation progress.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Human Resources	Employment Regime: Seconded	
Ref. number: MA 141	Location: Bamako	Availability: 5 September 2022
Component/Department/Unit: Mission Support Department/Human Resources Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- N/A

Seconded/Contracted

Position Name: Verification Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: MA 005	Location: Bamako	Availability: 11 September 2022
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience

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

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

5. Essential Knowledge, Skills and Abilities

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

6. Desirable Qualifications and Experience

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

7. Desirable Knowledge, Skills and Abilities

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