

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<p><b>European Union CSDP Mission in Mali</b>  <b>(EUCAP Sahel Mali)</b>  <b>ADDENDUM to 1-2015 Extraordinary Call for Contributions</b></p>
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<b>Organisation:</b>	European Union CSDP Mission in Mali (EUCAP Sahel Mali)			
<b>Job Location:</b>	Bamako			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.:</b>	<b>Name of the Post</b>	<b>Location:</b>	<b>Available on:</b>
	<b><u>Seconded/Contracted</u></b>			
	MA 60	Adviser to the Ministry of Security and Interior	Bamako	ASAP
	MA 19	Chief of Finance	Bamako	ASAP
	MA 21	Procurement Officer	Bamako	ASAP

<b>Deadline for applications:</b>	Wednesday 9 September 2015 at 17:00 Brussels time
<b>E-mail address to send the Job Application Form:</b>	<a href="mailto:cpcc-mali@eeas.europa.eu">cpcc-mali@eeas.europa.eu</a>
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Ms Piret PALUSOO</b>  <a href="mailto:piret.palusoo@eeas.europa.eu">piret.palusoo@eeas.europa.eu</a>                      or  <b>Ms Carmen EPURE</b>  <a href="mailto:carmen.epure@ext.eeas.europa.eu">carmen.epure@ext.eeas.europa.eu</a></p>

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States / invited third States (contributing States) will be considered. Contributing 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). Personnel seconded from contributing third States are not entitled to receive allowances 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 candidates seconded by the contributing States.

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision extending the Mission's mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

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

#### **A. Essential requirements**

Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

**Citizenship** – The candidates must be citizens of an EU Member State or of an invited third State.

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

**Negotiation Skills** – The candidates must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility and adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and 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. police, judicial, 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 administrative 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. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in contributing States.

**Language Skills**<sup>1</sup> – Language requirements are specified in the respective job descriptions.

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<sup>1</sup> [http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment\\_grid/assessment\\_grid\\_english.pdf](http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment_grid/assessment_grid_english.pdf)

**Computer Skills** – The candidates must be skilled in word processing, spread sheet and E-mail systems. Knowledge of other IT tools will be an asset.

**Training** – e-Hest<sup>2</sup> or equivalent is required.

**Driving license** – The candidates must be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle. Category C driving license is desirable or as specified in the respective job description.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

## **B. Recommended requirements**

**Knowledge of the EU Institutions** – The candidates should have a good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

**Knowledge of Sahel 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 (distinct advantage).

**Knowledge and experience of Security Sector Reform:** The candidates must be acquainted with Security Sector Reform concepts and practices, especially in Africa (distinct advantage).

**Training and experience** – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

## **C. Essential documents and equipment for selected candidates**

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

**Visas** – Contributing States and Mission members 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 en route to the Mission.

**Security clearance required** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. 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 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 immunizations received. They also must be

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<sup>2</sup> <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

vaccinated according to the required immunizations for the Mission area. Yellow fever vaccination is compulsory to be admitted in the country.

**Medical certificate** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

**Personal Protection Equipment** – It is recommended that national authorities provide seconded selected candidates with a bullet proof vest and helmet (level IV) upon deployment.

#### **D. Additional information on the selection process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the contributing States and European Institutions to take this into account when offering contributions.

**Application form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

**Selection process** – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, 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.

**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.

#### **E. 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/Contracted

<b>Position Name:</b> Adviser to the Ministry of Security and Interior	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> MA 60	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations / Strategic Advice	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### **Reporting Line:**

The Adviser to the Ministry of Interior and Security reports to the Chief of Strategic Advice.

### **Main Tasks:**

- Provides expertise and acts as a reference in the field of development of future policy and strategy of the Malian Ministry of Security and Interior (MoSI), with special reference to the area of Human Resources;
- Works in close cooperation with the Human Resources Department of MoSI;
- Provides advice on change management of the MoSI;
- Assists in the provision of advice and guidance regarding conceptual and doctrine framework underlying restructuration and reform process;
- Contributes to promote the elaboration of fair and impartial human resources policies for recruitment, training, specialisation, promotion and discipline in the MoSI;
- In liaison with other concerned Mission members contributes to the overall Security Sector Reform process in his/her field of action;
- Helps to identify the Malian MoSI needs in terms of reform and implementation of modern administrative and management systems;
- Contributes to the elaboration of Standard Operation Procedures for the Internal Security Forces, especially related to Management or Human Resources;
- Assists the Chief of Strategic Advice in monitoring projects in his/her field of action;
- Coordinates with other actions already undertaken by international stakeholders;
- Contributes to identifying lessons learned and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required.

### **Qualifications and Experience:**

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Law, Business or Public Administration or in Social Sciences where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 6 years of relevant and proven full-time professional experience;

### OR

- Equivalent police education or training and, after having satisfied that criterion, at least 6 years of relevant and proven full-time Police experience, encompassing both organizational aspects of police structures and Human Resources management;

- Advisory or managerial experience in a Ministry department would be an advantage;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions is desirable;
- Good understanding of the political, cultural and security situation in Mali;
- International experience, particularly in crisis areas with multi-national and international organizations, is desirable.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Chief of Finance	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> MA 19	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/Finance	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Chief of Finance reports to the Head of Mission Support.

### Main Tasks:

- Ensures the sound and effective financial management of the Mission;
- Establishes and implements financial procedures and accounting systems according to the sound financial management principle and in line with the European Union Financial Regulation and its Implementing rules and Mission contractual obligations;
- Develops policies (prepares Standard Operating Procedures) for the control of the EU finances, in close cooperation with the Finance Officer;
- Develops policies (prepares SOPs) for accounting;
- Defines procedures for accounts, payments, petty cash, claims and other financial functions in a multicurrency system;
- Defines procedures for payroll, in close cooperation with the Chief of Human Resources;
- Verifies the legality and the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- Ensures the reporting (in particular of monthly, interim and final financial report to the European Commission), verifies the integrity of accounts, their accuracy and their on-time delivery;
- Monitors expenditures on budget execution, and makes recommendations for corrective actions to the budget if needed;
- Implements audit recommendations and ensures the effectiveness of internal controls;
- Provides sound financial advice to the Head of Mission Support, assisting in the formulation of financial strategies for the Mission;
- Identifies risk areas and takes measures for limiting financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- Liaises and cooperates on financial issues with the European Commission;
- Supports the Head of Mission Support in the setting up and running of accounting, payroll and management information systems;
- Identifies needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement;
- Manages the team of the finance section;
- Maintains any financial control as appropriate and tasked by the Head of Mission Support;
- Undertakes any other tasks assigned by the HoM / Head of Mission Support.

### Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Finance, Business Administration, Economics, where the normal duration of university education in the country awarded is 3 years or more;

- A minimum of 2 years at middle management level and 5 years of relevant professional experience. Such experience must be gained after having obtained the relevant degree;
- Proven knowledge of accounting and use of accounting software would be an advantage;
- Excellent analytical, research and problem-solving skills;
- Proficiency in using MS Office software (especially in Excel), intranet, internet, and computerized financial systems;
- An excellent level of English and proven experience in reporting and drafting of memoranda and procedures;
- International experience in crisis areas with multinational and international organizations would be an advantage;
- Proven knowledge of EU budget procedures and financial management rules would be an advantage;
- Previous experience in CSDP missions or other international civilian deployment (EU, UN, OSCE) would be an advantage;
- Previous work experience in Africa would be desirable.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				



<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> MA 21	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/Procurement	<b>Level of Security Clearance:</b> EU Restricted	<b>Open to Invited Third States:</b> No

**Reporting Line:**

The Procurement Officer reports to the Chief of Procurement.

**Main Tasks:**

- Works in close cooperation with the requesting units on the procurement related aspects of the implementation of the Mission's mandate and activities;
- Carries out procurement and contracting processes;
- Uses legally established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted to the CSDP Missions;
- Assists and advises the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- Provides assistance to the Mission departments related with all contracting and procurement matters;
- Assists in the development of internal Mission procurement procedures;
- Develops professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- Undertakes any other related tasks as required.

**Qualifications and Experience:**

- Completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Economics, Finance or in another relevant field, where the normal duration of university education in the country awarded is 3 years or more;
- At least 3 years of professional experience in procurement. Such experience must be gained after having obtained the relevant degree;
- Knowledge of the EU financial rules;
- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures;
- Good drafting and reporting skills;
- Good working knowledge of MS Office software;
- Previous experience in CSDP Missions or in EU Delegations would be an advantage;
- Previous work experience in Africa is desirable.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				