

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### European Union CSDP Mission in Mali (EUCAP Sahel Mali) 1-2016 Call for Contributions

<b>Organisation:</b>	<b>European Union CSDP Mission in Mali (EUCAP Sahel Mali)</b>			
<b>Job Location:</b>	<b>Bamako</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<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</u> (25 positions)</b>			
	MA 09	Training Policies Adviser – Gendarmerie	Bamako	29/07/2016
	MA 11	Training Policies Adviser – National Guard	Bamako	22/07/2016
	MA 35	Chief of Strategic Advice	Bamako	ASAP
	MA 37, MA 91	Human Resources and Personnel Management Adviser – National Guard (2 positions)	Bamako	ASAP
	MA 45	Rule of Law/Justice Adviser	Bamako	ASAP
	MA 58	Legal Drafting Adviser	Bamako	01/07/2016
	MA 59, MA 90	Human Resources and Personnel Management Adviser – Gendarmerie (2 positions)	Bamako	ASAP
	MA 65	Trainer on Human Resources Management	Bamako	02/07/2016
	MA 66, MA 67	Trainer Operational Management (2 positions)	Bamako	02/06/2016
	MA 68, MA 92	Trainer of Trainers (2 positions)	Bamako	ASAP
	MA 69, MA 93	Trainer Border Security (2 positions)	Bamako	02/06/2016, ASAP
	MA 78	Brussels Support Element - Operations and Reporting Officer	Brussels	ASAP
	MA 82	Liaison and Coordination Officer	Bamako	ASAP
	MA 83, MA 84	Operational Evaluator (2 positions)	Bamako	ASAP
	MA 85	Ministerial Adviser on Border Management	Bamako	ASAP
	MA 86, MA 87	Adviser on Border Management (2 positions)	Bamako	ASAP
	MA 88	Adviser on Communication and Information Systems	Bamako	ASAP
	MA 89	Human Resources and Personnel Management Adviser – National Police	Bamako	ASAP

	<b><u>Seconded/Contracted</u></b> (12 positions)			
	MA 14	Legal Adviser	Bamako	ASAP
	MA 16	Chief of Procurement	Bamako	ASAP
	MA 18	Chief of Logistics	Bamako	ASAP
	MA 19	Chief of Finance	Bamako	ASAP
	MA 25	CIS Officer	Bamako	ASAP
	MA 75	Logistics Officer	Bamako	01/06/2016
	MA 80	Project Contracts Management Officer	Bamako	ASAP
	MA 81	Project Works and Services Officer	Bamako	ASAP
	MA 94	Mission Security Officer	Bamako	ASAP
	MA 95	Procurement Officer	Bamako	ASAP
	MA 96	Transport/Fleet Management Officer	Bamako	ASAP
	MA 97	Financial Accounting Officer	Bamako	ASAP

<b>Deadline for applications:</b>	Friday 5 February 2016 at 1700 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><b>Mr Frank BORCHERS</b>  <a href="mailto:frank.borchers@eeas.europa.eu">frank.borchers@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/contributing 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 seconded candidates.

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 another 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 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 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.

**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 candidates should, in principle, be under the normal age of retirement in contributing States.

**Language Skills** – Language requirements are specified in the respective job descriptions.

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

**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** – 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 vaccinated according to the required immunisations for the Mission area. Yellow fever vaccination is compulsory to be admitted in to 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** – The 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).

<b>Position Name:</b> Training Policies Adviser - Gendarmerie	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 09	<b>Location:</b> Bamako	<b>Availability:</b> 29/07/2016
<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 Training Policies Adviser – Gendarmerie reports to Chief of Strategic Advice.

### **Main Tasks:**

- Acts as a referent in order to develop the conceptual and organisational framework of the training for the Recruitment and Training Division of Gendarmerie (Division du Recrutement et de la Formation);
- Works in close cooperation with the Recruitment and Training Division in order to:
  - help record and review all documentation relating to training;
  - provide expertise to the Recruitment and Training Division in the conceptual and doctrinal framework underlying restructuration and reform process in training, including the organisation of the Gendarmerie – Recruitment and Training Division;
  - assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula, managing, running and evaluating training courses at academic level;
  - assist in the provision of advice, guidance regarding training organisation, methods and contents;
- Identifies lessons and best practices in his/her respective field of competence;
- Contributes to the induction of Mission personnel as required;
- Carries out any other job related tasks as required by the line manager.

### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Public Administration or a related field of study

#### OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education as mentioned above;

#### AND

- Senior Law Enforcement Officer or a civilian with experience in the organisation of police training, with a minimum of 5 years of training experience, preferably with a Gendarmerie-like police service. Such experience must be gained after having obtained the relevant university degree;
- Professional experience as a trainer in organisational aspects of a police force is desirable;
- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- 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 CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Training Policies Adviser - National Guard	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 11	<b>Location:</b> Bamako	<b>Availability:</b> 22/07/2016
<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 Training Policies Adviser – National Guard reports to the Chief of Strategic Advice.

### **Main Tasks:**

- Acts as a referent in order to develop the conceptual and organisational framework of the training for the National Guard Training Office/Operations and Deployment Division (Bureau de l'Instruction/Division des Operations et de l'Emploi);
- Works in close cooperation with the National Guard Training Office in order to:
  - help record and review all documentation relating to training;
  - provide expertise to the National Guard Training Office in the conceptual and doctrinal framework underlying restructuration and reform process in training, including the organisation of the National Guard Training Office;
  - assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula, managing, running and evaluating training courses at academic level;
- Identifies lessons and best practices in his/her respective field of competence;
- Contributes to the induction of Mission personnel as required;
- Carries out any other job related tasks as required by the line manager.

### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Public Administration or a related field of study

#### OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

#### AND

- Senior Law Enforcement Officer or a civilian with experience in the organisation of police training, with a minimum of 5 years of training experience, preferably with a Gendarmerie-like police service. Such experience must be gained after having obtained the relevant university degree;
- Professional experience as a trainer in organisational aspects of a police force is desirable;
- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- 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 CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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 Strategic Advice	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 35	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Chief of Strategic Advice reports to the Head of Operations.

### Main Tasks:

- Provides expertise and acts as a referent in order to develop the future policy and strategy of the Malian Internal Security Forces (Police, Gendarmerie, National Guard - ISF), Personnel Management Division/Personnel Office (Division du Personnel/Bureau du Personnel) and Training Division;
- Provides advice on change management at strategic level to the Malian ISF;
- Coordinates and supervises the work of the members of the Advisory Unit;
- Ensures the consistency of the work of the members of the Advisory Unit;
- Organises and plans the Border Management Advisers' activities at strategic level
- Organises and plans the Advisory Unit's activities at strategic level in order to:
  - help record and review all documentation relating to Malian ISF Personnel Management;
  - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuration and reform process in Human Resources management, including organisation of the three Malian ISF – Personnel Management Division/Personnel Office;
  - assist in identifying priorities in restructuring the three Malian ISF – Personnel Management and especially help in designing exit strategy, policies and programs in line with operational needs and academies capabilities;
  - support the establishment of a Personnel Management data system for each security force;
  - assist in identifying priorities in restructuring the Training Policy of the three Malian ISF;
- Coordinates, under the supervision of the Head of Operations, with the Mission's Training Unit regarding the common strategic aspects of the activities;
- Monitors the projects in his/her field of action;
- Maintains the necessary contacts and represents the Mission in meetings with Malian authorities and international stakeholders related to restructuration and reform process, including Personnel Management and organisation, of the three Malian ISF;
- Centralises information and conveys it to the Head of Mission, through the Head of Operations, as required;
- Identifies lessons and best practices in his/her respective field of competence;
- Contributes to the induction of Mission personnel as required;
- Undertakes any other job related tasks as required by the line manager.

### Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- Senior law enforcement officer with a minimum of 10 years of police management experience in both organisational aspects and Human Resources management. Such experience must be gained after having obtained the relevant university degree;
- Experience in planning, change management, implementation and management of projects, particularly in connection with the Security Sector Reform;
- Specific training and experience in the area of planning and Personnel Management within a police service;
- Experience and expertise in Personnel Management/Training Policy/Border Management issues is desirable;
- 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 CSDP missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations, 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> Human Resources and Personnel Management Adviser - National Guard	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 37, MA 91 (2 positions)	<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 Human Resources and Personnel Management Adviser – National Guard reports to the Chief of Strategic Advice.

### Main Tasks:

- Acts as a referent for the National Guard – Personnel Office (Bureau du Personnel/Division administrative et financière);
- Works in close cooperation with the National Guard Personnel Office in order to:
  - help record and review all documentation relating to National Guard Personnel Management;
  - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuration and reform process in Human Resources management, including organisation of National Guard – Personnel Office;
  - assist in identifying priorities in restructuring National Guard – Personnel Management and especially help in designing training exit strategy, policies and programs in line with operational needs;
  - support the establishment of a National Guard-Personnel Management data system;
- Maintains the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- Identifies lessons and best practices in his/her respective field of competence;
- Contributes to the induction of Mission personnel as required;
- Undertakes any other job related tasks as required by the line manager.

### Education and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- Senior Law Enforcement Officer with a minimum of 5 years of police management experience in both organisational aspects and Human Resources management; or civilian with experience in police human

resources management. Such experience must be gained after having obtained the relevant university degree;

- Experience with a Gendarmerie-like police service experience is desirable;
- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- 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 CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Rule of Law/Justice Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 45	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

#### **Reporting Line:**

The Rule of Law/Justice Adviser reports to the Head of Operations.

#### **Main Tasks:**

- Liaises with the Malian justice authorities and Malian Security Sector Reform coordinator;
- Contributes and assists with proposals for the Malian Security Sector Reform, policies and procedures in the areas of the judiciary, penitentiary system and policing;
- Participates in the development and implementation of the Mission's strategies on rule of law related aspects;
- Develops and organises integrated courses to improve the coordination and cooperation between the judiciary, the Internal Security Forces (Police, Gendarmerie, National Guard - ISF) and the penitentiary system;
- Ensures the link between Mission's main activities in the security sector and the wider rule of law;
- Acts as a trainer on rule of law/justice related matters for ISF;
- Liaises with other international initiatives, especially other EU programs and MINUSMA;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

#### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Law
- OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- At least 5 years of experience in Police or Public Administration, or serving as a judge, public prosecutor or practicing lawyer. Such experience must be gained after having obtained the relevant university degree;
- Experience in managing police and/or judicial reform programs;
- Experience in advising on the development of legislative frameworks and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation;
- Experience in planning and implementing projects and programmes, particularly in rule of law area;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;

- International experience, particularly in crisis areas with multi-national and international organisations 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> Legal Drafting Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 58	<b>Location:</b> Bamako	<b>Availability:</b> 01/07/2016
<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 Legal Drafting Adviser reports to the Chief of Strategic Advice.

#### **Main Tasks:**

- Reviews, assesses and reports on the Malian legislative framework related to Mission's mandate, identifying gaps and needs;
- Helps the Malian Ministry of Interior and Security and the Ministry of Defence to identify weaknesses, needs and areas of potential improvement in legislative and regulatory law;
- Assists the Internal Security Forces (Police, Gendarmerie, National Guard - ISF) in elaboration of new conceptual and doctrinal framework especially in Human Resources, Management and Training areas;
- Assists in the provision of advice and guidance regarding conceptual and doctrine framework underlying restructuring and administrative reform process;
- In close collaboration with Strategic Advisers and in liaison with the Political Adviser and the Senior Liaison and Coordination Officer, contributes to the overall work on security sector reform in his/her field of action;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, 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 identification of lessons learned;
- Undertakes any other job related tasks as required by the line manager.

#### **Qualifications and Experience:**

- Successful completion of University studies of at least four years attested by a diploma in Law

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 7 in the European Qualifications Framework or

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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- At least 5 years of relevant professional experience of which at least 2 years in the area of legal drafting;
- Ability to analyse complex legal issues in a crisis theatre and advise on legal texts;
- 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 CSDP Missions is desirable;



- International experience, particularly in crisis areas with multi-national and international organisations 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> Human Resources and Personnel Management Adviser - Gendarmerie	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 59, MA 90 (2 positions)	<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 Human Resources and Personnel Management Adviser – Gendarmerie reports to the Chief of Strategic Advice.

### Main Tasks:

- Acts as a referent for the Gendarmerie – Personnel Management Division (Division de la Gestion des Personnels);
- Works in close cooperation with the Personnel Management Division (Division de la Gestion des Personnels) in order to:
  - help to record and review all documentation relating to Gendarmerie/Personnel Management;
  - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuration and reform process in Personnel Management, including organization of Gendarmerie – Personnel Management Division;
  - assists in identifying priorities in restructuring Gendarmerie - Personnel Management and especially help in designing training strategy, policies and programs in line with operational needs;
  - supports the establishment of a Gendarmerie – Personnel Management data system;
- Maintains the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- Contributes to the induction of Mission personnel as required;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

### Education and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- Senior Law Enforcement Officer with a minimum of 5 years of police management experience in both organisational aspects and Human Resources management; or civilian with experience in police human resources management. Such experience must be gained after having obtained the relevant university degree;

- Experience with a Gendarmerie-like police service experience is desirable;
- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- 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 CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Trainer on Human Resources Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 65	<b>Location:</b> Bamako	<b>Availability:</b> 02/07/2016
<b>Component/Department/Unit:</b> Operations/Training	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

#### **Reporting Line:**

The Trainer on Human Resources Management reports to the Team Leader Trainers.

#### **Main Tasks:**

- Trains members of the Malian Internal Security Forces (Police, Gendarmerie and National Guard - ISF) on principles of Human Resources management, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of Human Resources Management;
- Trains the (future) Malian ISF trainers in Human Resources (train the trainers) related matters;
- Trains and provides tactical and operational advice in the field of Human Resources Management;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to Human Resources Management;
- Coordinates with other actions already undertaken by international stakeholders;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

#### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Public Administration or a related field of study

#### OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

#### AND

- Law Enforcement Officer with a minimum of 5 years of professional experience in a human resources related police position;
- A minimum of 2 years of professional experience in human resources or organisational behaviour related training. Such experience must be gained after having obtained the relevant university degree;
- Given the fact that the Malian security forces are composed of civil and military forces and given the demand to respect their various cultures, Mission requires both, trainers with a gendarmerie background and with a police background;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Trainer Operational Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 66, MA 67 (2 positions)	<b>Location:</b> Bamako	<b>Availability:</b> 02/06/2016
<b>Component/Department/Unit:</b> Operations/Training	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

#### **Reporting Line:**

The Trainer Operational Management reports to the Team Leader Trainers.

#### **Main Tasks:**

- Trains members of the Malian Internal Security Forces (Police, Gendarmerie, and National Guard - ISF) on Operational management, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of Operational management;
- Trains the (future) Malian ISF trainers in Operational management (train the trainers);
- Trains and provides tactical and operational advice in the field of Operational management;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to Operational management;
- Coordinates with other actions already undertaken by international stakeholders;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

#### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Public Administration or a related field of study

#### OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

#### AND

- Law Enforcement Officer with a minimum of 5 years of professional experience in an Operational management related position;
- A minimum of 2 years of professional experience as an Operational management related police trainer. Such experience must be gained after having obtained the relevant university degree;
- Given the fact that the Malian security forces are composed of civil and military forces and given the demand to respect their various cultures, Mission requires both, trainers with a gendarmerie background and trainers with a police background;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;

- International experience, particularly in crisis areas with multi-national and international organisations 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> Trainer of Trainers	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 68, MA 92 (2 positions)	<b>Location:</b> Bamako	<b>Availability:</b> 02/06/2016, As soon as possible
<b>Component/Department/Unit:</b> Operations/Training	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

#### **Reporting Line:**

The Trainer of Trainers reports to the Team Leader Trainers.

#### **Main Tasks:**

- Trains members of the Malian Internal Security Forces (Police, Gendarmerie, and National Guard - ISF) on training methodology, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of training methodology;
- Trains the (future) Malian ISF trainers in pedagogic methods (train the trainers);
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to training of trainers;
- Monitors the trainers of the Malian ISF;
- Advises the trainers of the Mission on pedagogic/training methods;
- Coordinates with other actions already undertaken by international stakeholders;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

#### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Public Administration or a related field of study

#### OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

#### AND

- A minimum of 5 years of professional experience as a trainer, training coordinator or training methodologist, out of which a minimum of 2 years of professional experience as a coach or trainer for law enforcement officers. Such experience must be gained after having obtained the relevant university degree;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Trainer Border Security	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 69, MA 93 (2 positions)	<b>Location:</b> Bamako	<b>Availability:</b> 02/06/2016, As soon as possible
<b>Component/Department/Unit:</b> Operations/Training	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

#### **Reporting Line:**

The Trainer Border Security reports to the Team Leader Trainers.

#### **Main Tasks:**

- Trains members of the Malian Internal Security Forces (Police, Gendarmerie and National Guard - ISF) on border security issues and documents forgery, using lessons learned and actual cases;
- Helps to identify the Malian ISF needs in terms of border security issues and documents forgery;
- Trains the (future) Malian ISF trainers in border security issues and documents forgery (train the trainers);
- Trains and provides tactical and operational advice in the field of border security and documents forgery;
- Contributes to the elaboration of Standard Operation Procedures for the ISF, especially related to border security issues and documents forgery;
- Coordinates with other actions already undertaken by international stakeholders;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

#### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Public Administration or a related field of study

#### OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

#### AND

- A minimum of 5 years of professional experience in an operational border police/border guard position, out of which a minimum of 2 years' experience as a border security, including documents forgery, and/or training experience. Such experience must be gained after having obtained the relevant university degree;
- Given the fact that the Malian security forces are composed of civil and military forces and given the demand to respect their various cultures, Mission requires both, trainers with a gendarmerie background and trainers with a police or customs background;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;

- International experience, particularly in crisis areas with multi-national and international organisations 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> Brussels Support Element (BSE) - Operations and Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 78	<b>Location:</b> Brussels	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> DHoM/Chief of Staff	<b>Level of Security Clearance:</b> EU Secret	<b>Open to Invited Third States:</b> No

### **Reporting Line:**

The Brussels Support Element (BSE) - Operations and Reporting Officer reports to the Deputy Head of Mission (DHoM)/Chief of Staff (CoS) but is embedded in the Civilian Planning and Conduct Capability (CPCC) in Brussels.

### **Main Tasks:**

- Closely follows developments in Mali, in particular those related to the Mission's mandate;
- Acts as liaison between the Mission and CPCC on operational and mandate implementation aspects;
- Reports regularly to the Mission, keeping the Mission abreast of developments in Brussels in close cooperation with the relevant CPCC Operations' Desk;
- Informs and advises CPCC in Brussels on relevant aspects of Mission's operations;
- Contributes to regular and special reporting from the Mission;
- Actively supports the relevant CPCC Operations' desks in their day-to-day work (contributing to briefings, reports, meetings, read-outs, notes etc.);
- Contributes to CPCC's presentations to Brussels-based working groups and other actors as appropriate;
- In coordination with the relevant CPCC desks, liaises with relevant counterparts in the European Commission and the EEAS as appropriate;
- Performs tasks related to press and public information in coordination with the Mission's Press and Public Information officer and the HR/VP press office;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Political Sciences, Social Sciences, Law, Economics, International Relations, Diplomacy or a related field of study

#### OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

#### AND

- At least 3 years of professional experience in a field relevant to the post. Such experience must be gained after having obtained the relevant university degree;
- Excellent drafting skills in French and English are compulsory;

- 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 CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Liaison and Coordination Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 82	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission/Coordination	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

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

### Main Tasks:

- Contributes to ensuring the coherent planning and implementation of the cooperation and coordination activities of the Mission, in line with the Mission Implementation Plan (MIP);
- Provides support to ensure that the Mission's activities are closely coordinated with all EU and international actors with a view to ensuring mutual awareness, avoiding duplication and achieving a comprehensive approach and coordination in the field of Security Sector Reform;
- Facilitates the interaction between the Mission on one hand and bi-lateral and multilateral actors and national civil society on the other;
- Contributes to the mapping and assessment of ongoing bilateral and multilateral co-operation activities in the field of Security Sector Reform;
- Supports the Mission's contribution to the EU regional approach;
- Facilitates the work of the technical secretariat between EUCAP and MINUSMA, as well as for other relevant working group meetings, as requested;
- Contributes to liaising with EU Delegation, EUTM and EUCAP Sahel Niger;
- Reports internally against benchmarking on a regular basis and contributes to the progressive updating of the MIP, as well as prepares special reports as requested;
- Contributes to Mission's external reporting;
- Develops guidelines to ensure coherence and coordination of Mission's contacts with international actors;
- Helps define and elaborate projects to be implemented by the Project Cell in support of the operational activities;
- Contributes to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- Contributes to the induction of Mission's personnel as required;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

### Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Social Sciences, Economics, Business or Public Administration, Law or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- At least 5 years of relevant professional experience, in one or more of the following fields: Security Sector Reform, international cooperation, development programming and/or project management, including budgeting and financial implementation. Such experience must be gained after having obtained the relevant university degree;
- 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 CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Operational Evaluator	<b>Employment Regime :</b> Seconded	
<b>Ref. Number:</b> MA 83, MA 84 (2 positions)	<b>Location :</b> Bamako	<b>Availability :</b> As soon as possible
<b>Component/Department/Unit :</b> Operations	<b>Security clearance level :</b> EU Confidential or equivalent	<b>Open to Invited Third States :</b> Yes

### **Reporting Line:**

The Operational Evaluator is responsible for the assessment of the training and advising related activities and operations, and will be working closely with the Training and Advisory Units while coordinating with the Planning and Evaluation Unit. The Operational Evaluator is reporting to the Head of Operations.

### **Main Tasks:**

- Develops tailor-made assessment tools to evaluate the effectiveness of Mission activities in support of the Malian Internal Security Forces (Police, Gendarmerie and National Guard - ISF);
- Assesses the effectiveness of the training and advising conducted by the Mission and provides support for the preparation of the future training and advising related activities and operations;
- To this purpose, supports the Mission's sustainability strategy with regards to all Mission's training operations including the training of trainers' concept and the mentoring phase of the post-train the trainers' activities, in order to reinforce local ownership of the Malian ISF;
- In coordination with the Planning and Evaluation Unit, develops analytical indicators and tools in order to monitor, evaluate and assess current and future training and advising outcomes, outputs and return on investment according to Kirkpatrick's model;
- In coordination with the Planning and Evaluation Unit, analyses and interprets the results and data, drafts reports based on Lessons Identified and provides suggestions for best practices;
- Contributes as requested to the development and periodic review of the Mission's Implementation Plan (MIP) and Mission's benchmarking;
- Supports as appropriate, through advice and reports, the training and advisory teams, upon their request;
- Proposes recommendations to the Head of Operations based on the evaluation conducted, including in the development of new training programs and contents;
- Assesses the operational activities within the mission area, including regional capitals and border police stations;
- Ensures that the cross-cutting aspects like human rights and gender are taken into consideration in the evaluation of activities;
- Contributes to the induction training of new mission personnel as required;
- Contributes to the Mission's external reporting as required;
- Undertakes any other related tasks as required by the line manager.

### **Qualifications and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Law, Economics, International Relations, Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- Senior Law Enforcement Officer with a minimum of 2 years of police coordination/management experience. Such experience must be gained after having obtained the relevant university degree;
- Excellent knowledge of evaluation tools and of different assessment methodologies;
- Experience in a unit or service specialised in evaluation and assessment is desirable;
- Understanding of CSDP planning procedures and documents is desirable;
- Excellent analytical, synthesis and drafting skills;
- Excellent organisational and coordination skills;
- Excellent interpersonal and communications skills, teamwork capabilities and ability to engage with senior officials;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Ministerial Adviser on Border Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 85	<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 Ministerial Adviser on Border Management 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 Ministries involved in the area of Border Management and Migrations issues;
- Overall contributes to strengthen the rule of law through the development of a future policy of the Malian authorities in Border Management area;
- Identifies relevant actors in different ministries and Internal Security Forces (National Police, Gendarmerie and National Guard) involved in border management and migration issues;
- Establishes a sustainable contact network with all counterparts involved in border management issues, especially at ministry level;
- Assesses the inter-ministerial and inter-agency coordination requirements in the field of border management and advises Malian authorities accordingly;
- Identifies and assesses needs, at central level and in the field, of the security actors in relation to their tasks in border management;
- Contributes to support Malian authorities at ministerial and top institutional level to develop and implement a national integrated border management strategy;
- Provides advice and guidance regarding conceptual and doctrine framework underlying the restructuration and reform process in border management;
- Proposes adequate measures to be implemented in agreement with the Malian authorities;
- Advises on the introduction of simplified procedures and effective risk analysis, selectivity profiling and targeting systems, as well as on the effective exchange of information and cross border cooperation/operations;
- Provides advice on possible improvements of the skills and performance of local officers;
- In liaison with other concerned Mission members contributes to the overall Security Sector Reform process in his/her field of action;
- Assists the Chief of Strategic Advice in monitoring projects in his/her field of action;
- Coordinates with other actions already undertaken by international stakeholders;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Business or Public Administration or a related field of study

### **OR**

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;
- Senior Law Enforcement Officer or a civil servant with a minimum of 6 years relevant professional experience, particularly on working on border-related issues at ministerial level. Such experience must be gained after having obtained the relevant university degree;
- Experience at senior level on Border Guard Units and specific border management services;
- Advisory or managerial experience in a Ministry department is desirable;
- 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 CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Adviser on Border Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 86, MA 87 (2 positions)	<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 on Border Management reports to the Chief of Strategic Advice, and coordinates closely with the Ministerial Adviser on Border Management.

### Main Tasks:

- Provides expertise and acts as a referent in the field of development of future policy and strategy of the Internal Security Forces (Police, Gendarmerie, and National Guard - ISF) involved in border management and migration issues;
- Overall contributes to strengthening the rule of law through the development of the future policy of the Malian authorities in border management area;
- Identifies the relevant actors of the ISF units involved in border management and migration issues;
- Establishes a sustainable contact network with all the counterparts involved in border management issues;
- Contributes to assessing the interministerial and interagency coordination requirements in the field of border management and advises Malian authorities accordingly;
- Identifies and assesses the needs, at central level and in the field, of the security actors in relation to their tasks in the area of border management;
- Contributes to supporting the Malian authorities at institutional level to develop and implement a national integrated border management strategy;
- Provides advice and guidance regarding conceptual and doctrine framework underlying the restructuring and reform process in border management;
- Proposes adequate measures to be implemented with the agreement of Malian authorities;
- Provides support and facilitates workshop with counterparts;
- Advises on the introduction of simplified procedures and effective risk analysis, selectivity profiling and targeting systems, as well as on the effective exchange of information and cross border cooperation/operations;
- Provides advice on possible improvements of the skills and performance of local officers;
- Works in close cooperation with the Mission Border Security trainers in order to elaborate adapted and relevant training content;
- In liaison with other concerned Mission members contributes to the overall Security Sector Reform process in his/her field of action;
- Assists the Chief of Strategic Advice in monitoring projects in his/her field of action;
- Coordinates with other actions already undertaken by international stakeholders;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

**Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Business or Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;
- Senior Law Enforcement Officer with a minimum of 5 years of experience in law enforcement, border guard units customs or migration;
- At least 3 years of experience in a specific border management unit. Such experience must be gained after having obtained the relevant university degree;
- Experience in an Immigration Unit is desirable;
- 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 CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Adviser on Communication and Information Systems	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 88	<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 on Communication and Information System reports to the Chief of Strategic Advice.

### Main Tasks:

- Provides expertise and acts as a reference in the field of support to Internal Security Forces (Police, Gendarmerie and National Guard - ISF) regarding Communication and Information Systems;
- In liaison with the Human Resources and Personnel Management Advisers, assesses and identifies the needs of the Malian ISF in the field of communication and information systems, notably applicable to the human resources area;
- Helps the Mission's Advisory Unit to develop and install a National Police – Personnel Management data system and provides support for the installation of similar data system for the Gendarmerie and National Guard;
- Provides support in assessment and review of the operational database already in place and provides support for installing new ones if necessary;
- In liaison with the Mission Project Cell and Mission Support Department (Procurement, Finance), provides expertise and support to the identification, elaboration and implementation of the projects related to communication and information systems;
- Proposes adequate measures to be implemented to develop the communication and information system in the Malian ISF,
- Supports the Advisory Unit in the assessment of security issues related to communication and information Systems in the Malian ISF;
- Assists the Advisory Unit in the conception, elaboration and implementation of a Website for each ISF;
- Provides expertise in the elaboration/review of the ISF syllabus concerning communication and information area;
- Assists the Chief of Strategic Advice in monitoring projects in his/her field of action;
- Coordinates with other actions already undertaken by international stakeholders;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

### Education and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma ICT or technical specialisation in Engineering or other related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

**AND**

- Senior Law Enforcement Officer, military or civilian with a minimum of 5 years of experience in computer and information or engineering areas of work. Such experience must be gained after having obtained the relevant university degree;
- Experience as CIS in a Law Enforcement Department or Armed Forces is desirable;
- Knowledge and practical experience in information security is desirable;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Human Resources and Personnel Management Adviser - National Police	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 89	<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 Human Resources and Personnel Management Adviser - National Police reports to the Chief of Strategic Advice.

### **Main Tasks:**

- Acts as a referent for the National Police – Personnel Management Division (Division du Personnel);
- Works in close cooperation with the Personnel Management Division (Division du Personnel) in order to:
  - help record and review all documentation relating to National Police - Personnel management;
  - assist in the provision of advice and guidance regarding conceptual and doctrinal framework underlying restructuration and reform process in Human Resources management, including organisation of National Police Personnel Management Division;
  - assist in identifying priorities in restructuring National Police - Personnel management and especially help in designing training strategy, policies and programs in line with operational needs and academies capabilities;
  - help installing a National Police – Personnel Management data system;
- Maintains the necessary contacts with external bodies or service providers involved in the reform, on matters relevant on his/her area of expertise;
- Identifies lessons and best practices in his/her respective field of competence;
- Contributes to the induction of Mission personnel as required;
- Carries out any other job related tasks as required by the line manager.

### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Social Sciences, Economics, Law, International Relations, Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- Senior Law Enforcement Officer with a minimum of 5 years of police management experience in both organisational aspects and Human Resources management; or civilian with experience in police human resources management. Such experience must be gained after having obtained the relevant university degree;



- Experience in planning, implementation and management of projects, particularly in connection with the Security Sector Reform;
- 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 CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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)				

### **Seconded/Contracted**

<b>Position Name:</b> Legal Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> MA 14	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Level of Security Clearance:</b> EU Secret	<b>Open to Invited Third States:</b> No

#### **Reporting Line:**

The Legal Adviser reports to the Head of Mission, coordinated by the Deputy Head of Mission/Chief of Staff.

#### **Main Tasks:**

- Provides legal expertise and advice on legal issues pertaining to the Mission, its framework and mandate;
- Drafts guidelines for the Mission in accordance with instructions of the Head of Mission;
- Supports the Mission in all matters related to contracts;
- Ensures his/her involvement in all relevant aspects of the Mission, including but not limited to mandate implementation issues; local, Belgian and EU legislation; employment and other personnel management or administrative issues;
- Contributes to the development, implementation and periodical review of Standard Operational Procedures (SOPs) within his/her field of responsibility;
- Coordinates and liaises with other components of the Mission on issues where legal expertise is required;
- Liaises with other international and Malian stakeholders on legal issues;
- Contributes to induction and other training with regard to general legal issues related to the Mission, its framework and mandate;
- Identifies lessons and best practices in his/her respective field of competence;
- Conducts any other tasks and assignments at the request of the Head of Mission and Deputy Head of Mission/Chief of Staff.

#### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Law
- OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework in Law
- OR
- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree;
- AND
- A minimum of 5 years of relevant professional experience as a lawyer or magistrate. Such experience must be gained after having obtained the relevant university degree;
  - Experience in one or more of the following fields: international law, procedural law, administrative law, criminal law, contract law and labour law;
  - Excellent analytical skills;
  - Demonstrated ability to contribute creatively to the development of policies and procedures;
  - Excellent organisational, planning, and time-management skills;

- Knowledge of planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Understanding of Malian law is desirable;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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 Procurement	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> MA 16	<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 Confidential or equivalent	<b>Open to Invited Third States:</b> No

#### **Reporting Line:**

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

#### **Main Tasks:**

- Leads, develops, manages and co-ordinates the Mission's contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- Manages the procurement unit of the Mission;
- Assists and advises the chain of command on all contracting and procurement issues;
- Provides assistance to the Mission members related to all contracting and procurement matters;
- Develops professional relationships and work partnerships with EC and CPCC in the field of contracting and procurement for the Mission;
- Undertakes any other related tasks as assigned by the Head of Mission/Head of Mission Support.
- Undertakes any other job related tasks as requested by the line manager.

#### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Law, Public or Business Administration or a related field of study

#### OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

#### AND

- A minimum of 5 years of relevant professional experience and experience at middle level management. Such experience must be gained after having obtained the relevant university degree;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations is desirable;
- Experience in financial management of tendering processes and audits, preferably including EU procedures is desirable;
- International experience, particularly in crisis management with multi-national and international organisations would be desirable;
- Experience in planning and implementing projects and programmes is desirable;
- 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 CSDP Missions is desirable;

- International experience, particularly in crisis areas with multi-national and international organisations 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 Logistics	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> MA 18	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/Logistics	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> No

#### **Reporting Line:**

The Chief of Logistics reports to the Head of Mission Support (HoMS).

#### **Main Tasks:**

- Leads logistics, support facility management, transportation and Assets/Warehousing management in a cost efficient approach while ensuring delivery of necessary services to contribute to the objectives of the Mission;
- Is responsible for the administration and management of the entire unit involving logistic operations, transports, building facility management and assets/warehousing management;
- Provides support to the HoMS regarding administrative matters pertaining to all services of logistics and provides effective management of all human and physical resources of the unit;
- Ensures the development, preparation, coordination and monitoring of work plans, strategies and programmes for the logistical activities of the Mission;
- Ensures that the Mission is cognisant of the logistical requirements related to operational decisions and the efficiencies and time constraints necessary;
- Advises the Senior Mission Security Officer of logistical requirements in relation to Contingency Plans;
- Administers lease contracts of all rented premises and any other general service related contracts;
- Develops Standard Operating Procedures (SOPs) related to Logistics support facility management, transportation and services management;
- Maintains asset registers of all mission assets ensuring contribution/compliance by all Mission departments such as CIS, Security etc.;
- Ensures acceptance/rejection status on goods, inspection reports or discrepancy reports on equipment entering the Mission;
- Liaises with the procurement department as necessary in the preparation of tenders with particular reference to the preparation of technical specifications;
- Assists the Project Cell on technical issues and preparation of tenders;
- Organises the appropriate storage and rotation of any stock held and also the disposal of same if and when considered appropriate in line with the rules for such disposal;
- Contributes to the induction of Mission's personnel as required;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other tasks assigned by the line manager.

#### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Transport, Logistics, Engineering, Administration or a related field of study

#### **OR**

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- A minimum of 5 years of relevant professional experience and experience at middle level management. Such experience must be gained after having obtained the relevant university degree;
- Capacity to foresee needs, plan and delineate strategies for maximizing resources;
- Experience leading a multifunctional team is desirable;
- Excellent computer skills particularly in the area of spreadsheets and presentation;
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2) is desirable;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Expert
<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 or equivalent	<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 authorising 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 line manager.

### Education and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma in Finance, Economics, Public or Business Administration or a related field of study;

### OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- A minimum of 5 years of relevant professional experience and experience at middle level management. Such experience must be gained after having obtained the relevant university degree;
- Knowledge of accounting and use of accounting software is desirable;
- Excellent analytical, research and problem-solving skills;
- Proficiency in using MS Office software (especially in Excel), intranet, internet, and computerised financial systems;
- An excellent level of English and experience in reporting and drafting of memoranda and procedures;
- Proven knowledge of EU budget procedures and financial management rules is desirable;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> CIS Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> MA 25	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/CIS	<b>Level of Security Clearance:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The CIS Officer reports to the Chief of CIS.

### Main Tasks:

- Supports and assists the Chief of CIS on communication and information system matters related to the Mission;
- Creates and follows up of wireless point to point data communication links (between Mission's headquarters and Mission Members' houses);
- Follows up local suppliers for aerial tower-constructions;
- Follows up local suppliers for the cabling in member houses of the Mission;
- Creates a shared information management system, in order to easily secure and share information for remote working);
- Provides helpdesk coaching and user training;
- Coaches the day-to-day operation of the helpdesk consisting of local CIS agents;
- Provides level 2 support for all end user computer related issues;
- Provides appropriate technical training sessions to helpdesk agents (in French language);
- Provides training to end users (in both French and English languages);
- Identifies requirements in the CIS unit, prepares requests for replenishment and procurement proposals, and assists in the drafting of technical specifications for ICT related services;
- Assists the Chief of CIS in order to maintain an adequate stock of equipment and spares, and organises repair and replacement of equipment as necessary to maintain operational readiness;
- Assists in the deployment, installation, maintenance, and support all the IT architecture of the Mission;
- Advises and assists the Chief of CIS in order to ensure the management of the Data Recovery Plan for the systems;
- Assists in the Implementation of tasks related to ICT security policies;
- Acts as crypto-custodian if required;
- Keeps accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Missions Administration;
- Produces precise reports concerning communication issues and recommendations for improvements;
- Under the supervision of the Chief of CIS, together with local CIS support staff, operates and manages the CIS-Helpdesk, in order to assist all Mission users (both in English and French), and to task and schedule CIS maintenance operations;
- Assists the Chief of CIS in establishing Standard Operating Procedures (SOPs) related to all office automation and communication issues;
- Contributes to identifying lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

### **Qualifications and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in ICT or technical specialisation in Engineering or other related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;
- A minimum of 3 years of experience in management of complex information and communication technology infrastructure and systems including maintenance and operation. Such experience must be gained after having obtained the relevant degree;
- Strong knowledge and practice of ICT architecture, preferably in crisis areas;
- System administrator with experience in a predominant Microsoft oriented environment, with systems such as: Microsoft Windows Server 2012 R2, Microsoft Exchange Server 2010/2013, Microsoft SharePoint Server 2013, Microsoft SQL Server 2014, Microsoft Skype for Business, Microsoft Windows 7/10, Microsoft Office 2010/2013, preferably in possession of a few relevant and official Microsoft certified certificates;
- Experience in Microsoft Sharepoint is desirable;
- Practical experience with server virtualisation such as VMware vSphere 5 or later and/or Microsoft Hyper-V is desirable;
- Knowledge in communications hardware and software in the areas of VHF, UHF, HF, Satellite systems (Thuraya and Iridium), GSM, PBX, VoIP, VTC SIP services is desirable;
- Knowledge and practice in information security would be an advantage (CISSP Certification is desirable);
- Good level of problem solving and analytical ability to analyse IT and communications issues;
- Experience in drafting procedures for the use and management of computer systems and networks is desirable;
- Project management skills (ITIL is desirable);
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Logistics Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> MA 75	<b>Location:</b> Bamako	<b>Availability:</b> 01/06/2016
<b>Component/Department/Unit:</b> Mission Support/Logistics	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Logistics Officer reports to the Chief of Logistics.

### Main Tasks:

- Acts mainly in various technical domains, such as Operational Logistic Planning, Movement and Transportation, supply chain, asset and services management, as well as engineering and facilities;
- Plans, develops and acts in order to implement strategies so as to meet expected the Mission performance within approved budget and timeframe;
- Administers lease contracts of all rented premises, and any other related contracts (e.g. Emergency Medical Services Contract, etc.);
- Takes on the responsibility for the management of the Mission estate and all supporting assets and activities (including overall supervision on logistical databases, inventories and list of equipment);
- Ensures that comprehensive and accurate guidelines on logistics are in place, regularly reviewed, and in accordance with EU guidelines;
- Coordinates the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, telecommunications etc.;
- Liaise with international and national freight forwarders;
- Prepare tender initiations for all logistical needs in English and/or French;
- Contributes to the induction of Mission personnel as required;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required by the line manager.

### Education and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma in Management, Logistics, Supply chain management, Engineering or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- A minimum of 3 years of professional experience in logistics related matters and in a specific Support Services related field (i.e. Supplies, Transportation, Engineering, Asset Management etc.). Such experience must be gained after having obtained the relevant university degree;
- Capacity to forecast needs, plan and delineate strategies for maximizing resources; therefore, due to

related experiences, being able to implement an international methodology (e.g. ITIL, PRINCE2);

- Excellent proficiency knowledge of freight forwarding and customs clearance procedures;
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Project Contract Management Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> MA 80	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office/Coordination	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### **Reporting Line:**

The Project Contract Manager Officer reports to the Project Coordinator.

### **Main Tasks:**

- Provides support to the Project Cell for the planning and the implementation of projects with a particular focus on contracts management in the area of equipment and goods;
- Under the supervision of the Project Coordinator, manages the projects contracts of equipment and goods and coordinates the logistics related to the contracts' implementation, according to the operational planning;
- Monitors milestones and takes corrective actions to assure the respect of the deadlines of scheduled activities for each project in what concerns the delivery of equipment and goods;
- Liaises with beneficiaries in order to support the identification of the best equipment according to their needs;
- In collaboration with the Project Coordinator, provides support for the definition of Equipment projects objectives and results, by liaising with beneficiaries and Mission's Department of Operations;
- Prepares and maintains reports on contract status and informs other Mission's departments about the progress acquired as well as keeps all relative documents up to date;
- Ensures that all contract related expenditures are documented in compliance with the Regulation on the financial rules applicable to the general budget of the Union (Financial Regulation);
- Supervises the delivery of all projects material from contract signature to the delivery at place, including the customary and tax derogation process and reports on progress and delays;
- Manages the reception, acceptance, stock and inventory of all goods for the Project Cell, including the preparation of all relative documents and certificates;
- Monitors the projects goods warranties and works liabilities during all the relative periods;
- Provides support for the preparation of the handover of the equipment to beneficiaries and organises the physical delivery in the several regions of the country as required;
- Ensures that Project Cell's paper and electronic archive is properly managed and updated;
- Supports the preparation of market researches and terms of reference for equipment and goods and contributes to the preparation of the procurement dossier in collaboration with the Project Implementation Officer;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Project Management, Business or Public Administration, Political Sciences, Social Sciences, Law or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- A minimum of 3 years of relevant professional experience, such as in the areas of contract management, logistics, procurement etc. Such experience must be gained after having obtained the relevant degree;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools. Knowledge of Microsoft Project is desirable;
- Knowledge of the Logical Framework and other planning tools;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Project Works and Services Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> MA 81	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office/Coordination	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

#### **Reporting Line:**

The Project Works and Services Officer reports to the Project Coordinator.

#### **Main Tasks:**

- Provides support to the Project Cell for the planning and the implementation of projects with a particular focus on works and services;
- Under the supervision of the Project Coordinator, manages the projects works and services contracts and coordinates the logistics related to the contracts' implementation, according to the operational planning;
- Monitors milestones and takes corrective actions to assure the respect of the deadlines of scheduled activities for each project in the area of services and works;
- Supports the project identification phase by providing technical advice on computer and information technology and engineering projects;
- Prepares market researches and terms of reference for services and contributes to the preparation of the procurement dossier;
- Supports the preparation of the technical specifications for works and contributes to the preparation of the procurement;
- Prepares and maintains reports on contract status and informs other Mission's departments about the progress acquired as well as keeps all relative documents up to date;
- Ensures that all contract related expenditures are documented in compliance with the Regulation on the financial rules applicable to the general budget of the Union (Financial Regulation);
- Participates in the field monitoring of the implementation of projects from the point of view of delivery of works and services and evaluates progress;
- Manages the works acceptance and handover to beneficiaries, including the preparation of all relative documents and certificates;
- Monitors the projects works liabilities during all the relative periods;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required by the line manager.

#### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Engineering, Project Management, Economics, ICT, Business or Public Administration or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

**AND**

- A minimum of 3 year of relevant professional experience. Such experience must be gained after having obtained the relevant degree;
- Engineering, contract management or project management experience, is desirable;
- Experience in conception or supervision of construction works in public or private sector, is desirable;
- Experience in ICT projects (LAN, WAN), is desirable;
- Good knowledge of MS Office (Excel, Word, Power Point);
- Knowledge of Microsoft Project is desirable;
- Knowledge of the Logical Framework and other planning tools;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> MA 94	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Security	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

In line with the EU's Policy on the security of EU staff deployed outside the EU in an operations capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the Mission Security Officer (MSO):

### Main Tasks:

- Assists the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- Assesses the security situation and maintains updated all security related documents;
- Conducts or initiates security surveys of Mission members' personal protective security requirements, transport security, residential and office security;
- Ensures that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Conducts regular security drills, communication tests and evacuation exercises;
- Provides briefings on matters affecting the security and safety of Mission members and ensures all staff is properly prepared for emergencies;
- Liaises as directed and co-operates closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- Provides comprehensive reports to the SMSO on all incidents affecting Mission members and initiates necessary follow up action with the appropriate authorities;
- Produces briefings and presentations relating to his/her sphere of work for the benefit of the Mission;
- Assists the SMSO in reviewing the security level and state of alert;
- Assists the SMSO in the drafting of security related Terms of Reference for the procurement of security equipment, contracts and services;
- Provides assistance and appropriate response to Mission members and ensures that all necessary actions are taken, particularly in emergency cases;
- Travel to high risk areas and conducts security duties;
- Undertakes any other job related tasks as required by the line manager.

### Education and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma in Security management or business administration, political/social sciences or international relations with focus on security management, or a related field of study;

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

**AND**

- A minimum of 5 years of professional experience acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects is desirable;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Civilian driving license class B and C mandatory;
- Successful completion of EU Mission Security Officer Certification Course is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> MA 95	<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 Confidential or equivalent	<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;
- Contributes to the induction of Mission's personnel as required;
- Identifies lessons and best practices in his/her respective field of competence;
- Undertakes any other job related tasks as required by the line manager.

### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Law, Business or Public Administration, Economics, Finance or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- 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 is desirable;
- Good drafting and reporting skills;

- 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;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Transport/Fleet Management Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> MA 96	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/Logistics	<b>Level of Security Clearance:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Transport/Fleet Management Officer collaborates and schedules his work duties with the Logistics/Transport Officer and reports to the Chief of Logistics.

### Main Tasks:

- Has the responsibility for the capability, provision and management of the motor vehicle fleet of the Mission;
- Outsources the vehicle maintenance for the whole fleet, monitors the overall performance of the workshop and ensures appropriate maintenance, quality control of repairs, and safety condition of the vehicles;
- Identifies and monitors the requirement for spare parts, workshop equipment and tools in order to facilitate efficient maintenance as well as performing quality assurance;
- Proposes withdrawal of vehicles from service, if they are not considered to be roadworthy;
- Conducts accident damage assessments, processes vehicle accident reports, participates in Boards of Inquiry and raises Damage Discrepancy Reports as required;
- Prepares reports and makes recommendations as necessary on various transport matters within her/his area of competence;
- Develops and conducts Mission driving orientation briefings to ensure that all Mission members (local employees, international staff, and drivers alike) are adequately familiarised on the road and traffic conditions as well as traffic rules and regulations pertaining to the Mission area;
- Implements and co-ordinates an intra-theatre air and land movement plan for the Mission;
- Maintains a data base for cost-control/analysis, scheduling of services/repairs and ensures tracking of reimbursements of repairs after accidents;
- Manages the distribution/deployment of vehicles within the Mission;
- Has the responsibility for effective management of the transport system within the area of responsibility, including liaising with the car rental agencies, monitoring the fleet (fuel accountability, damages to the vehicles, road accidents and insurance cover) through the electronically Fleet management System;
- Ensures fleet roadworthiness through effective vehicle maintenance;
- Controls the cost of maintenance of the vehicle fleet and ensures compliance with the provisions of contracts concluded with the external contractors for parts and maintenance;
- Plans, organises and manages all the field trips with the Mobile Teams in cooperation with the Security Department;
- Ensures that all equipment required for road trips is adequately maintained and that personnel using it are properly trained and supervised in its use;
- Liaises with forwarder agencies as required with respect to provision of movement resources;
- Is responsible for the transport Fleet Management System within the regions and in Bamako, including vehicles controls, mileage, fuel consumption, damages in the vehicles, road accidents;
- Provides support on transport related matters to Mission members during the trips to the fields;
- Ensures the necessary storage, distribution and allocation of motor vehicles and associated equipment to

Mission members;

- Assists the Chief of Logistics and the Procurement Unit in sourcing air transport and logistic shipping movement resources as required;
- Undertakes any other job related tasks as required by the line manager.

#### **Education and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Transport, Logistics, Supply Chain Management, Automotive Technology, or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;

AND

- At least 3 years of relevant professional experience. Such experience must be gained after having obtained the relevant degree;
- Proficiency in use of standard Microsoft Office package, maintenance related software, e.g. Fleet Management system and data entry processes, knowledge of logistics databases and inventory procedures;
- Excellent knowledge using electronic Fleet Management, inclusive tracking software is mandatory;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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> Financial Accounting Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> MA 97	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/Finance	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> No

### **Reporting Line:**

The Financial Accounting Officer reports to the Chief of Finance.

### **Main Tasks:**

- Assists the Chief Finance Officer (CFO) in maintaining the accountancy operations of the Mission;
- Manages 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;
- Manages the Invoice registry;
- Checks the proper use of Mission credit cards and follows up with the proper documentation for each transaction;
- Checks calculations and follows up on the disbursement of salaries, daily allowances and other payables and deductibles;
- Ensures the periodic reporting of accounts;
- Assists in the compilation of financial reports for senior management and EU policy makers;
- Provides guidance and advice in finance-related issues to Mission departments, sections and units;
- Assists in the budget preparation, and reallocation of funds as required, in the development of financial procedures and policies;
- Proposes improvements to the system and tools for the management of commitments (budgetary and legal);
- Liaises and cooperates on financial issues with the EU Supervising Authorities and all other relevant actors (banks, local authorities) under the supervision of the CFO;
- Identifies risks and reports them under the Mission Annual Risk Management Plan;
- Follows up the reconciliation of bank statements with payroll and accounts;
- Devises new systems to improve the maintenance of accountants and financial documentation;
- Undertakes any other job related tasks as required by the line manager.

### **Qualifications and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in Accounting, Finance, Business Administration, Economics, or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced 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 Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above;



**AND**

- At least 3 years of relevant professional experience. Such experience must be gained after having obtained the relevant degree;
- Excellent analytical, research and problem-solving skills;
- Proficiency in MS software, especially Excel;
- Knowledge in using accounting software is desirable;
- Good working knowledge of NAVISION is desirable;
- Knowledge of EU financial regulations is desirable;
- Sound understanding of the aims, purposes and functioning of CSDP Missions is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations 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)				