

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### European Union Capacity Building Mission in Mali (EUCAP Sahel Mali)

<b>Organisation:</b>	European Union Capacity Building Mission in Mali (EUCAP Sahel Mali)			
<b>Job Location:</b>	Bamako			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location:</b>	<b>Available on:</b>
	<u>Seconded/Contracted</u>			
	MA 15	Head of Mission Support	Bamako	ASAP

<b>Deadline for applications:</b>	Close of business on Friday 17 October 2014 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 style="text-align: center;">For more information relating to selection and recruitment, please contact Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;"><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 will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 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 <sup>(1)</sup>. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to candidates seconded by EU Member States.

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

<sup>1</sup> Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

The Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert position for EUCAP Sahel Mali, according to the requirements and profiles described below:

### **A. Essential requirements**

EU Member 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** – Citizenship of a Member State of the European Union (EU).

**Integrity** – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants 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. The participants shall carry out their duties and act in the interest of the Mission.

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

**Flexibility and adaptability** – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. 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). Be able to cope with extended separation from family and usual environment.

**Physical and mental health** – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

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

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

**Training** – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) is required.

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** – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the European Security and Defence Policy (CSDP)

**Knowledge of Sahel** – To have a good knowledge of the history, culture, social and political situation of the region; to have knowledge of the police, judiciary and governmental structures (distinct advantage)

**Knowledge and experience of SSR: to be acquainted with Security Sector Reform concepts and practices, especially in Africa (distinct advantage)**

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

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

**Passport** – The participants must obtain a passport from their respective national authorities valid for at least 2 years. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – EU Member 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** - Unless mentioned otherwise in the specific job description, the necessary level of security clearance is:

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with.

**Certificate/Booklet of vaccination** – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunizations received. To be vaccinated according to the required immunizations for the Mission area.

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

**Driving license** – Be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license is desirable.

### **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 EU Member 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 for interviews, the EU Member State will bear any related costs.

**Information on the outcome** – EU Member States and contracted candidates for seconded/contracted positions will be informed about the outcome of the selection process after its completion.

### **E. Additional information on the deployment of the Core Team**

The main task of the Core Team is to plan and prepare for the establishment of the Mission.

During the start-up phase, the deployment of the Core Team is based on a strictly non-family policy.

### **F. Additional information**

Mission members may be asked to contribute towards the overall cost of the accommodation provided by the Mission.

### **G. Job descriptions**

The initial work of the selected candidates will be in the framework of the so-called "Core Team" that will be entrusted with the following tasks:

- To prepare all logistic and infrastructure arrangements in view of full deployment of the Mission;
- To establish contacts with the relevant Malian stakeholders/counterparts and to start an immediate preparatory assessment and mapping work with them for further implementation;
- To establish contacts with the relevant international actors and to start an immediate assessment of further measures and a framework for cooperation/coordination;
- To contribute continuously to OPLAN and BIS 2

Since not all of the line managers will be in place during the preparatory phase of the Mission, temporary reporting lines, where applicable in this phase, are specified in each of the job descriptions.

### Seconded/Contracted Positions:

Position Name: <b>Head of Mission Support</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Expert</b>
Ref. Number: <b>MA 15</b>	Location: <b>Bamako</b>	Availability: <b>As soon as possible</b>
Component/Department/Unit: <b>Mission Support</b>	Level of Security Clearance: <b>EU Secret</b>	Open to Invited Third States: <b>No</b>

#### **Reporting Line:**

The Head of Mission Support reports for financial matters directly to the Head of Mission (HoM) while keeping the Deputy Head of Mission / Chief of Staff informed.

#### **Main Tasks:**

- To define the administrative requirements of the Mission including the establishment of systems for the financial management, force generation and recruitment of international and local staff, procurement of goods and services;
- To manage, prioritise and direct the work of organisational units within the Mission Support Department to ensure they support the Mission and its operational units in the execution of the Mission's mandate and tasks as set out in planning documents, the Mission Implementation Plan and instructions issued by the HoM;
- To establish sound financial management and effective internal control systems in compliance with the standards set by the European Commission;
- To co-ordinate the drafting of the Mission Budget;
- To ensure that the budget is managed in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Implementing Rules;
- To lead the staff responsible for the effective security and control of designated funds allocated to the mission and all necessary internal and external administrative functions;
- To monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as to lead the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To assist and advise the Head of Mission on finance issues;
- To give advice to Mission Management, and developing inter-unit plans in coordination, setting goals and deadlines and defining procedures and responsibilities related to Mission Support matters;
- To lead the process to define and address the global administrative requirements of the mission including, finance and budgetary requirements, human resources, procurement and logistics;
- To assist and advise, together with the appropriate professional staff, on all administrative, personnel, financial and logistical issues;
- To study and propose operational and management decisions with the objective to increase the efficiency of the Mission service;
- To produce, co-ordinate and decide about plans and reports related with the Mission activities, namely related with the organisation and administrative services;
- To co-ordinate on strategic and operative Mission support matters with internal, external and relevant EU functions;
- To undertake any other related tasks as required by the HoM.

**Qualifications and Experience:**

- Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Law, Public Administration, Finance/Accounting or in a closely related field relevant to the post, where the normal duration of university education in the country awarded is four (4) years or more;
- Senior expert with minimum 2 years management experience in the field and at least 7 years of overall professional experience related to the post;
- Experience in planning and implementing projects;
- Sound experience in leading Administration, HR and Financial management activities;
- Experience in EU financial management and EU procurement rules;
- Excellent analytical, research and problem-solving skills;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proficiency in MS software and a good working knowledge of IT systems in general;
- Previous experience in EU CSDP Missions or/and previous experience in the same position would be an advantage;
- Previous work experience 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)				