

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p>European Union CSDP Mission in Mali (EUCAP Sahel Mali) 1-2017 Extraordinary Call for Contributions</p>
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Organisation:	European Union CSDP Mission in Mali (EUCAP Sahel Mali)			
Job Location:	Bamako			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	MA 43 MA 44	Reporting Officer (2 posts)	Bamako	31 Jan 2017 ASAP

Deadline for applications:	Friday 3 February 2017 at 17:00 Brussels time
E-mail address to send the Job Application Form:	cpcc-mali@eeas.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Carmen EPURE carmen.epure@ext.eeas.europa.eu</p>

EUCAP Sahel Mali bears a High Risk Non-Family Mission status due to the present risk rating of the mission area as high. As such, international seconded and contracted Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For reasons of security, the Mission Members are obliged to live in restricted areas, where security responsibilities are born by the Mission.

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

Personnel seconded from contributing and invited 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. A seconded staff member of EUCAP Sahel Mali is eligible to apply for a contracted post only if his/her secondment will end within three (3) months from the deadline for applications and if his/her request for extension of the secondment has not been supported by the relevant State or EU Institution.

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

Tour of Duty/Contract Period – 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

The following are essential requirements in respect of civilian international experts to the Missions:

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

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

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

Language Skills¹ – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

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

¹ [Common European Framework of References for Languages](#)

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. 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.

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

Education – A recognised academic qualification under the European Qualifications Framework (EQF)², or equivalent, at a level specified in the individual job descriptions.

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

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

B. Desirable 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 the Mission areas – 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.

Knowledge and Experience of SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

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

Language – Some proficiency in local language(s).

Driving Licence - Category C driving licence.

C. Essential Documents and Equipment for Selected Candidates

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

² <https://ec.europa.eu/ploteus/content/descriptors-page>

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

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

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

Medical Certificate – The selected candidates should undergo a 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, i.e. Police/Military Officers with a bullet proof vest and helmet (level IV), and a 9mm duty side arm together with 100 rounds of ammunition upon deployment.

D. Additional Information on the Selection Process

Gender balance - 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 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 shortlisted 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.

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

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

Position: Reporting Officer	Employment Regime: Seconded	
Ref. number: MA 43 MA 44	Location: Bamako	Availability: As soon as possible 31 Jan 2017
Component/Department/Unit: Deputy Head of Mission Office/ Reporting	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Reporting Officer reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

2. Main Tasks and Responsibilities

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility.
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information.
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking.
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation.
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP).
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes.
- To contribute to the collection of the Mission's lessons learned observations.
- To undertake any other job related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To support the DHoM/CoS and the Political Adviser in maintaining an updated overview of the political situation in Mali and to share information with other departments, as required.
- To monitor local and international media and other relevant sources to support the Political Adviser in drafting the political section of the reporting and planning documents.
- To prepare and deliver presentations of specific reports in and outside the Mission, as required.
- To deliver presentations about EUCAP Sahel Mali (e.g. mandate, objectives, activities, etc.), as required.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Administration; **AND**
- After having fulfilled the education requirements, 3 years of relevant professional experience.
- Excellent analytical capability and profound knowledge of information collection and analytical methods.
- Excellent report compilation, drafting and editing skills.

5. Desirable Qualifications and Experience

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

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)				