

<b>Position Name:</b> Coordination and Cooperation Officer with MINUSMA	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 049	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Department/Partnership and Coordination Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

## 1. Reporting Line

The Coordination & Cooperation Officer with MINUSMA reports to the Head of Partnership and Coordination Unit.

## 2. Main Tasks and Responsibilities

- To liaise and substantially collaborate with the *Mission multidimensionnelle intégrée des Nations Unies pour la stabilisation au Mali* (MINUSMA), incl. its UNPOL component, on all dossiers and activities relevant to EUCAP Sahel Mali's mandate;
- To pursue the role of focal point between the Mission and MINUSMA and to provide strategic and technical advice to the Head of Unit and Mission senior management, as requested, including for relevant high-level, thematic, and working group meetings, as requested;
- To facilitate the interaction between the Mission and relevant units/departments of MINUSMA at HQ and regional level (both MINUSMA force and UNPOL component, incl. Chief of Staff Offices, Mission Support Department, Mopti Regional Office);
- To ensure the Mission's activities in the areas of Internal Security Forces and Security Sector Reform (SSR) are closely coordinated with activities supported and/or funded by MINUSMA, with a view to ensuring mutual awareness, avoiding duplication and contributing to the EU regional and integrated approach (inter alia through mapping and assessment of ongoing bilateral and multilateral co-operation activities);
- To substantially support the organization and follow-up of meetings and partner platforms in the area of cooperation between the Mission and MINUSMA (i.e. *Instance de Coordination au Mali/ICM, Partenaires Techniques et Financiers, Groupes Thématiques* and *Groupes de Dialogue*).
- To ensure an adequate flow and exchange of information between the Mission and MINUSMA;
- To follow up on the implementation of existing agreements between the Mission and MINUSMA;
- To contribute to ensuring the coherent planning and implementation of the cooperation and coordination activities of the Mission, in line with the Mission Implementation Plan (MIP);
- To report internally (inter alia against benchmarking, on a regular basis, as well as via special reports, as requested) as well as externally on relevant activities;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to the induction of the Mission's personnel as required;
- To map, assess and review current bilateral and multilateral assistance in the areas covered by the Mission's mandate;

- To closely coordinate with the Mission's operational components/units to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To provide advice in the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational Components representatives;
- To contribute to the development and regular updating of the Mission Implementation Plan;

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 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 Social Sciences (e.g. Political Sciences, International Relations, Law, Economics); AND
- After having fulfilled the education requirements, a minimum of 4 years of **relevant** professional experience.

### **5. Essential Knowledge, Skills and Abilities:**

- Capacity to analyse and structure information;
- Planning and coordination skills, as well as writing skills
- Capacity to deliver in a structured way;
- Networking and mediation skills;
- French language skills: minimum B1/B2 level (Independent User);
- English language skills: minimum B1/B2 level (Independent User).

### **6. Desirable Qualifications and Experience**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in (inter-agency) coordination functions;
- Experience with/within EU institutions and/or the UN system.

### **7. Desirable Knowledge, Skills and Abilities**

- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Strong communication and interpersonal skills;
- Problem solving and negotiation skills.