

Position Name: Executive and Document Management Assistant	Employment Regime: Seconded	
Ref. Number: MA 116	Location: Mali - Bamako	Availability: ASAP
Component/Department/Unit: Chief of Staff	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Executive and Document Management Assistant reports to the Chief of Staff, while working in direct support of the Head of Mission (HoM) and of the Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities

- To manage the Head of Mission Office and guide the work of the local assistants;
- To coordinate and liaise with relevant Mission components as required, with a particular view to ensuring a good flow of information, coordinating advice and information provided for the Head of Mission Office;
- To contribute to the identification, elaboration and implementation of appropriate policies, procedures and guidelines relevant for the good functioning of the Mission and the implementation of the Mission mandate;
- To ensure maintaining a registry of all official contacts with the Mission and to maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information.
- To contribute to the regular liaison/coordination with CPCC without prejudice to the chain of command;
- To summarise information and prepare briefing materials for the Head of Mission/Deputy Head of Mission;
- To prepare and review correspondence and documentation within the Head of Mission Office, and to draft minutes, letters, reports and other official documents as required;
- If requested, to accompany the Head of Mission/Deputy Head of Mission to internal and external meetings, and to provide readouts, draft minutes and ensure required follow-up;
- To ensure the reception, registration and distribution of all official incoming and outgoing correspondence;
- In close cooperation with the relevant document management officer within the security department, to manage the Mission's records and archives effectively and in line with EU Classified Information policies;
- To facilitate the development of a centralised document management system and ensure its performance to meet organisational requirements;

3. General Tasks and Responsibilities

- To identify and report on lessons learnt and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the Line Manager(s).

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 **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Administrative skills (office management, event planning, project management);
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Experience in working with a senior official or high-level executive;
- Experience in liaising with international organizations and/or government/law enforcement agencies.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the functioning of the EU and, in particular, CSDP missions and operations.