

SECONDED POSITIONS

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| Position Name: Chief of Staff | Employment Regime: Seconded | |
| Ref. Number: MA 003 | Location: Bamako | Availability: ASAP |
| Component/Department/Unit: Chief of Staff | Security Clearance Level: EU CONFIDENTIAL | Open to Contributing Third States: No |

1. Reporting Line

The Chief of Staff reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities

- To supervise the HoM Office and the Chief of Staff Office, including the following sections/units/offices: Planning, Evaluation and Reporting; Projects; Coordination; Press and public information; Mission analysis capability; Brussels support elements; and thematic advisers (legal, political, human rights, gender, environment);
- To manage the Mission headquarters functions ensuring all aspects are globally considered for Head of Mission decision-making and for the analysis of the internal reporting of Mission activities;
- To ensure all Mission activities are consistently planned, supported and executed in a qualitative manner;
- To organise the regular senior management team meetings, all staff meetings, periodic Mission implementation meetings;
- To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political and security situation in the Mission area;
- To ensure liaison and coordination are maintained with the EU Delegation, EU member states and the EU Special Representative office;
- To ensure liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders;
- To ensure Mission Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To contribute to the training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **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 and attested police or/and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience, out of which a minimum of 5 years of experience at senior management level;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.).

5. Essential Knowledge, Skills and Abilities

- Knowledge of and experience in strategic management and/or public administration;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Strong managerial track record;
- Ability to mentor and motivate staff;
- French language skills: minimum level B1/B2 (Independent User)
- English language skills: minimum level B1/B2 (Independent User)

6. Desirable Qualifications and Experience

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Ability to draft or edit written products according to their varying purposes, destinations and circumstances;
- Inter-cultural understanding and diplomatic skills.