

Position Name: Coordination & Cooperation Officer with MINUSMA	Employment Regime: Seconded	
Ref. Number: MA 049	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Operations Department/Partnership & Coordination Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Coordination & Cooperation Officer with MINUSMA reports to the Head of Partnership & 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 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*, *PTF 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 special reports, as requested) as well as externally;
- 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 identify lessons and best practices in his/her field of competence;
- To undertake any other job-related tasks as requested by the Line Manager.

3. General Tasks and Responsibilities

- 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 facilitate liaison and coordination between Mission operational components/units and relevant stakeholders;
- 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;
- To contribute to Mission's internal and external reporting against benchmarking;
- 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. 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;
- Capacity to deliver in a structured way;
- Networking and mediation skills;
- French language skills: minimum B1 level (Independent User);
- English language skills: minimum B1 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 planning and coordination, as well as writing skills;
- Strong communication and interpersonal skills;
- Analytical thinking, problem solving and mediation/negotiation skills.