

Position Name: Coordination and Cooperation Officer	Employment Regime: Seconded	
Ref. Number: MA 050	Location: Bamako	Availability: 1 st March 2021
Component/Department/Unit: Operations Department/Partnership & Coordination Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To pursue the role of focal point between the Mission and selected international partners in order to liaise on all dossiers and activities relevant to EUCAP Sahel Mali's mandate;
- To facilitate the interaction between the Mission and relevant units/departments of international partners (for example EUTM, CSDP Missions in the Sahel, EU funded projects, Member States Embassies, Third State Embassies and UN agencies);
- To provide substantial strategic advice and technical input to the Head of Unit and senior management, as requested, to ensure mutual information and awareness amongst Mission members and international partners, inter alia in preparation for (high-level) and technical/working group meetings;
- To ensure the Mission's activities in the areas of Internal Security Forces and Security Sector Reform (SSR) are coordinated and synchronized with activities supported and/or funded by international partners to ensure duplication is avoided and a comprehensive approach can be pursued (i.e. through mapping and assessment of ongoing bilateral and multilateral co-operation activities);
- To follow up on the implementation of existing technical agreements between the Mission and international partners;
- 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 support the Mission's contribution to the EU regional and integrated approach;
- To report internally against benchmarking on a regular basis, as well as to prepare special reports as requested;
- To contribute to the Mission's external reporting;
- 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.

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) or Business Administration/Management; **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 level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in a (inter-agency) coordination functions;
- Experience with/within the 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;
- Analytical thinking, problem solving and mediation/negotiation skills;
- Strong planning and coordination skills, as well as writing skills and diplomatic tact;
- Strong communication and interpersonal skills.