

AFG 082 Head of Strategic Planning, Analysis and Reporting Unit/MAC

1 position

Proposed deployment start ASAP

Main tasks:

Under the Head of Missions authority, the Head of Strategic Planning, Analysis and Reporting Unit (SPAR) presides over the entire planning, analysis, reporting, and information gathering processes as well as internal capacity building activities in close cooperation with the relevant units. More specifically, the Head of SPAR is responsible for the following tasks:

- Support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals.
- Oversee and coordinate the Mission planning activities to facilitate achievement of Mission's strategic priorities and objectives.
- Develop a strategic process for the Mission in close cooperation with the Senior Management.
- Development of new projects according to the priorities and objectives of the Mission mandate in coordination with Deputy Head of Mission, Heads of Components Police and Rule of Law and all relevant Heads of Departments.
- Develop management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission.
- Ensure that unit output is timely, quality-checked, focused and value added vis-à-vis Mission decision-making and goals.
- Prioritise tasks to unit staff in accordance with the needs of the Mission and pursuant to the progress of Mission goals.
- Supervise information analysis and develop/implement/improve analytical methods.
- Implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command, CPCC, EU Member States and other international stakeholders.
- Supervise unit's information data handling, ensuring rapid retrieval of documents and information, including access to classified material.
- Coordinate unit activities with Deputy Head of Mission, Head of Component Police, Head of Component RoL and Head of Mission Support.
- Coordinate regular meetings and exchange with Political Advisers, Security Office, Press and Information Office, and other key analytical functions for optimised coordination and synergy.
- Liaise with external partners in order to enhance information collection and analysis.
- Undertake any other related tasks as required by the Head of Mission

Qualifications and experience:

- Advanced University degree (or equivalent) in policing or other fields of security, political affairs, international law, social sciences, business administration or management;
- A minimum of 10 years of relevant professional experience in public administration or international organisations, in the field of law-based and regulated security functions, including practice in a senior management position;
- International experience, particularly in crisis areas with multi-national organisations is an asset.
- Previous experience from international policing, intelligence or diplomacy is considered an asset.
- Previous experience from strategic international planning and programme management is

considered an asset.

- Excellent analytical capability and profound knowledge of information collection and analytical methods.
- It is vital that the post holder has an excellent command of written and spoken English to a standard compatible with EU institutions. The post holder will be expected to give presentations and also to produce presentations and speeches.
- A thorough understanding of the functioning of European institutions and the ESDP framework is considered an asset.
- Ability to understand the cultural, social, religious, conflict and political situation in Afghanistan. Work experience in the region is considered an asset.
- Excellent interpersonal skills and ability to work in a dynamic team as well as on own initiative in a methodical manner.
- Experience as a leader of high level experts.
- Ability to work under pressure in a hostile environment.
- Deep knowledge and understanding of staff management.
- The post holder will be responsible for dealing with sensitive information; therefore the higher standards of integrity are crucial.
- Preference is given to candidates with intention to serve at least 12 months in the Mission.