

EXECUTIVE OFFICER TO THE HEAD OF MISSION (EUBAM/FO1)

(1 position)

Proposed deployment: 1 March 2010

Duty Station: Ashkelon, Israel

Main tasks:

Under the overall supervision of the Head of Mission (HoM),

- Cooperate with the DHoM/CoS to request and summarize information and prepare briefing materials for the Head of Mission, including documents for use with external agencies and interlocutors.
- Attend internal and external meetings with the Head of Mission in order to obtain information for transmission internal and external to the Mission.
- Identify, assign and take appropriate action on incoming requests and correspondence within the Front Office of the Head of Mission.
- Oversee the correspondence process to ensure timely and appropriate responses.
- Draft reports and other correspondence in cooperation with the DHoM/CoS.
- Edit documents, reports and letters prepared for the Head of Mission.
- Oversee the activities of the Front Office.
- Coordinate the Mission's welfare activities.
- Maintain the Mission's outgoing and incoming archive.
- Enforce confidentiality regulations within the Mission.
- Perform any other duties assigned by the Head of Mission and/or the Deputy Head of Mission/Chief of Staff.

Qualifications and experience:

- Lt. Colonel, Major, Captain or equivalent in a police force.
- University education in international studies, political science, policing or related field.
- Command experience and staff qualified at a relevant Military or Police Academy.
- A minimum of 8 years of experience at middle management levels.
- International experience, particularly from the ESDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in particular extremely confident with spreadsheets (Excel).
- Excellent analytical, organizational, managerial and problem-solving skills.
- Ability to establish priorities and to plan and co-ordinate own work.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Interpersonal skills like service and client orientation, team working, relationship building and networking, advising, negotiating and diplomacy.

- Personal attitudes like initiative and responsibility, result orientation and sense of continuous improvement, concern for quality and efficiency, adaptability, self-management and development, organizational alignment.
- Familiarity with diplomatic protocol.
- Civilian driving license class B (mandatory) and C (desirable).