

Position Name: Head of Analytical Reporting and Outreach Department	Employment Regime: Seconded	
Ref. number: GEO AR 01	Location: Tbilisi	Availability: 03 Jan 2017
Component/Department/Unit: Analytical Reporting and Outreach Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Analytical Reporting and Outreach Department (HoAROD) reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To supervise and manage the Analytical Reporting and Outreach Department (AROD), its units and staff, to coordinate within the Department and with other Mission Departments and to give overall direction and to provide overall guidance;
- To provide political and strategic advice to HoM and Deputy Head of Mission/Chief of Staff (DHoM/CoS) on issues within the Department's responsibility, in particular on the Mission's overall planning, on political issues and on the Mission's reporting to EU policy makers;
- To conduct, in consultation with HoM, DHoM/CoS, Head of Operations (HoOps) and/or the Deputy Head of Department, long and short term planning for the Mission's reporting cycle and analytical needs;
- To liaise with the EU family on the ground and, through CPCC, with relevant EU actors and EU Members States' representatives in Brussels, as necessary;
- To coordinate the Mission's outreach to other stakeholders;
- To approve the Mission's external reporting before submission to HoM and DHoM/CoS for final approval;
- To define information requirements needed for the Mission's reporting in close cooperation with HoOps;
- In line with HoM and DHoM/CoS instructions, to help to design, develop and implement new policies within the framework of the Mission's mandate;
- To assume the responsibility of budget line holder for funds administered by the Department;
- To assume responsibility for the management of contracts relevant to the Department's tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending actions that may arise due to breach of contract, etc.;
- To undertake any other relevant tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities:

- To advise the HoM and DHoM/CoS on all political matters relating to the Mission;
- To follow closely political developments in Georgia, including in Abkhazia and South Ossetia, and in the wider region, and to maintain regular contact with key stakeholders;
- To ensure quality control of internal / external reporting products and other papers / briefs;
- To represent the Mission on HoM or DHoM/CoS instruction in outreach activities.

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

- A minimum of 10 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 5 years at management level;
- Strong analytical background combined with excellent political awareness and judgement;
- Experience to engage with senior officials/ governmental level decision makers;
- Experience in mentoring and motivating staff.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Leadership skills;
- Ability to manage concurrent activities and to make certain all deadlines are met;
- Clear and concise drafting, report writing and editing skills;
- Presentation skills;
- Ability to acquire useful information from a variety of sources;
- Diplomacy and tact, negotiation and decision-making skills;
- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment.

6. Desirable Qualifications and Experience:

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

7. Desirable Knowledge, Skills and Abilities: