

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. number: GEO GO 04	Location: Gori	Availability: 07 Mar 2018
Component/Department/Unit: Operations Department/ Field Office Gori	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Operations Officer reports to the Head of Field Office (HoFO).

2. Main Tasks and Responsibilities:

- To conduct quantitative and qualitative analysis of inputs originating from the Field Office's (FO) operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To plan, task and oversee the execution of all FO patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow through the FO by briefing staff and compiling reports so that all FO personnel are kept informed and updated on events;
- To maintain and update Standard Operating Procedures (SOPs);
- To handle incidents and events in the Area of Responsibility (AoR) as a member of the Field Office Security Management Team;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To suggest amendments to Mission HQ Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities in the FO;
- To plan visits of external official visitors to the FO, and to conduct external activities.

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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience in an operational environment with a demanding workload and tight deadlines, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Organisational, prioritisation, planning, and time-management skills;
 - Conceptual and strategic skills;
 - Writing skills for drafting concise and accurate operational reports;
 - Presentation skills;
 - Analytical capability and knowledge of information collection and analytical methods.
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6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:
