

Position Name: Deputy Head of Mission Support Department/CRC Member	Employment Regime: Seconded	Mission: EUMM Georgia
Ref. number: GEO AD 04	Location: Tbilisi	Availability: 01 May 2018
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Mission Support Department (DHoMSD) reports to the Head of Mission Support Department (HoMSD). This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To deputise for the Head of Mission Support Department in his/her absence;
- To support the HoMSD in implementing Mission activities in accordance with the Mission's OPLAN, EU regulations and rules, and the HoM's guidance, through the Heads of Section responsible for the respective administrative areas;
- To provide inputs to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's administration requirements;
- To ensure timely and accurate reporting from the Mission Support to the relevant stakeholders in accordance with the reporting requirements of the Mission;
- To ensure the consistency and sustainability of Mission Support activities over time;
- To ensure that Mission staff members working under the responsibility of the HoMSD, receive proper induction training to the Mission and their jobs;
- To ensure that the MSD Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff, working under the responsibility of the HoMSD, identify and report lessons identified and develop these to become lessons learned and best practices within their respective fields of responsibility;
- To ensure that Mission staff working under the responsibility of the HoMSD are frequently updated on the Mission's mandate implementation progress and any significant changes;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3.1 Mission Specific Tasks and Responsibilities:

- To assist the HoMSD to maintain continuous lines of communication within the MSD;
- To identify and oversee the administrative and operational needs of Mission Support activities in the Field Offices;
- To coordinate and oversee the medical structure in the Mission;
- To supervise the work of the Mission Medical Coordinator;
- To propose to the HoMSD, administrative areas in the Mission for improvement.

3.2 Core Responsiveness Capacity Tasks and Responsibilities:

Members of the Core Responsiveness Capacity, when requested and approved by the Civilian Operations Commander, are expected to:

- To participate in the planning and start-up of Missions, including Technical Assessment Missions and early deployment;

- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closure of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

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
- A minimum of 10 years of relevant experience, after having fulfilled the education requirements, out of which minimum 5 years at management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan, monitor and evaluate;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- Senior management experience in an international organisation operating in a conflict or post conflict situation;
- Master in Business or Public Administration, management, business administration or other related subjects;
- Medical degree;
- At least ten years of work experience in the fields of Finance, Procurement, Human Resources, IT and Logistics;
- Experience in planning complex projects and reporting;
- Experience in medical planning / medical risk assessments;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal skills;
- Ability to adapt quickly, use own initiative and make sound and timely decisions;
- Ability to manage and coordinate a diverse team.