

SECONDED POSITIONS

Position Name: Mission Analytical Capability Analyst	Employment Regime: Seconded	
Ref. Number: GEO AR 12a	Location: Tbilisi	Availability: 10 Sep 2018
Component/Department/Unit: Analytical Reporting and Outreach Department/ Mission Analytical Capability Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To analyse changes on the ground, including trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation;
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by Head of Mission;
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the senior leadership and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining Mission Analytical Capability working methodology and relevant Standard Operating Procedures (SOPs);
- To contribute to an integrated gender perspective into the Mission's analyses, where applicable;
- To support the information flow within the Mission;
- To act upon the HoM's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other related tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To conduct permanent research to detect and interpret emerging challenges and other developments, including regional, which could have a significant effect on the environment in which the Mission conducts its mandated tasks, in order to inform Mission planning, situation awareness and Mission security policy;
- To produce analyses in support of policy development (including internal Mission policy as well as external policy processes, such as Strategic Review, development of Standard Operating Procedures and CPCC guidance) and in support of the Mission planning process, in coordination with all relevant actors in the Mission;
- To manage Mission interaction with EU Single Intelligence Analysis Capacity (SIAC);
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

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; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in the use of analytical IT packages and processes.

5. Essential Knowledge, Skills and Abilities:

- Handling, processing, analysis and presentation of information from various sources;
- Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills;
- Professional fluency in Russian and English.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations in an analytical or political advisory capacity;
- Experience in crisis management or peace operations, preferably in the context of work on policy-making, decision-making and planning processes;
- Master's degree in any of the fields of Political Science, International Relations, Project Management, Business/Public Administration or other relevant studies.

7. Desirable Knowledge, Skills and Abilities:

- Excellent drafting skills in English;
- Excellent interpersonal and communication skills;
- Knowledge of Russian and/or Georgian language(s).