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| <b>Position Name:</b><br>Operations Officer   | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. number:</b><br>GEO ZO 03  | <b>Location:</b><br>Zugdidi                         | <b>Availability:</b><br>20 Sep 2018          |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Field Office Zugdidi | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> 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 and coordinate all operational activities in the FO, including the planning, tasking and overseeing of all FO patrolling activities;
- To organise FO monitoring activities in order to achieve the requirements from the Mission Information Collection Plan (MICP);
- 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) and internal Field Office regulations;
- 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 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;
- To promote a positive working environment for all staff in the Field Office, 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 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.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in managing operations in a civilian/humanitarian, police or military context.

**7. Desirable Knowledge, Skills and Abilities:**