

Position Name: Reporting and Information Officer	Employment Regime: Seconded	
Ref. number: GEO ZO 07 GEO MO 08	Location: Zugdidi Mtskheta	Availability: 03 Sep 2018 03 Sep 2018
Component/Department/Unit: Operations Department/ Field Offices Zugdidi and Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Reporting and Information Officer reports to the Head of Field Office (HoFO).

2. Main Tasks and Responsibilities:

- To compile all regular reports (daily/weekly/monthly) and special operational reports in accordance with relevant Mission planning documents;
- To identify significant events and trends, supported by, where possible, quantifiable data;
- To identify knowledge gaps on mandate-sensitive issues;
- To propose potential themes that merit further study in order to best implement the Mission mandate;
- To maintain and to regularly update the computerised knowledge databases and statistics within the Field Office (FO);
- To work to and to meet all deadlines as determined by the relevant Mission planning documents;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To debrief all FO patrols after their return from their daily patrol duties to the FO so that all relevant monitoring information is available as input to the daily FO reports;
- To review patrol reports for quality and accuracy, and to advise patrol leaders and team leaders accordingly;
- To process and to analyse information gathered by patrols;
- To compile reports which include a gender perspective;
- To draft and to deliver briefings to visitors to the FO, including high-level delegations;
- To promote a positive working environment for all staff in the Department, 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 the field of public administration, political science, intelligence or in a related field, after having fulfilled the education requirements;
- Experience in report writing - preferably in relation to a post-conflict environment.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, highly developed drafting and editing skills;
- Ability to prioritise and manage a demanding workload;
- Capability of conducting analysis based on information and knowledge management, as well as databases.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language(s).