

Position Name: Deputy Head of Field Office	Employment Regime: Seconded	
Ref. Number: AG 02	Location: Agadez	Availability: 01 Apr 2019
Component/Department/Unit: Operations Department/ Field Office	Security Clearance Level: EU RESTRICTED	Open to Invited Third States: No

1. Reporting Line:

The Deputy Head of Field Office (FO) reports to the Head of Field Office.

2. Main Tasks and Responsibilities:

In the absence of the Head of the Field Office:

- To lead, direct and manage the work and staff of the Field Office in accordance with the Mission OPLAN and relevant planning documents;
- To ensure that Mission Staff Members of the FO contribute to identify and report lessons learned and best practices within their respective area of responsibility;

And at all other times:

- To support the FO's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements in the FO AoR;
- To support the FO's contribution to the Mission's internal and external reporting against benchmarking, and to provide recommendations for the improvement of Mission's performance;
- In coordination with the Mission Coordination Unit (if applicable), to coordinate/cooperate and/or supervise the coordination/cooperation of the FO's staff members as appropriate with local authorities at the relevant level as well as with local EU and international actors;
- To ensure that the Field Office Mission Members are periodically updated on Mission' mandate implementation progress;
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the Field Office;
- To co-operate with relevant local (municipal and regional) authorities and international organisations (if applicable), including with a view to monitoring problematic areas in the FO AoR;
- To ensure, in coordination with the SMSO/MSO/FSO, that field office staff perform their work in a secure and safe environment, in the FO AoR;
- To undertake any other related tasks, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To ensure reporting on alleged human rights violations and ensure that cases of alleged human rights violations are brought to the attention of local authorities and, if necessary, forwarded to relevant international organisations for further scrutiny and follow-up;
- To identify, in consultation with the HoOps at Mission HQ, confidence-building measures, particularly those for implementation in the FO AoR.

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 attested police and/or military education or training or an aware of an equivalent rank; **AND**
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to use own initiative and make sound and timely decisions;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience at management level.

7. Desirable Knowledge, Skills and Abilities: N/A