

SECONDED POSITIONS

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: SOM-003	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Chief of Staff reports to the Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities:

- To manage and oversee day-to-day coordination of the Mission Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for Head of Mission's (HoM)/DHoM's decision-making, and when analysing the internal and external reporting of Mission activities.
- To support the HoM/DHoM in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in planning documents, the Mission Implementation Plan (MIP), and instructions issued by the HoM;
- To lead and manage the work of the Chief of Staff Office;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the Mission Headquarters;
- To ensure quality control in the planning and implementation of Mission activities according to the Operation Plan (OPLAN) and HoM's/DHoM's directions as appropriate;
- To supervise the development and periodic review of the Mission Implementation Plan , and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, EUTM Somalia, EU NAVFOR Atalanta, the representatives of EU Member States and Contributing Third States, according to HoM's/DHoM's directions;
- To liaise externally with international organisations, agencies and interlocutors as appropriate;
- To ensure drafting of reports and other correspondence on behalf of the HoM/DHoM as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM/DHoM as appropriate;
- To request information and briefing materials for HoM/DHoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meetings with and on behalf of HoM/DHoM;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM/DHoM the status of action items, projects, or any other activity to Mission Headquarters;
- To be the central point of entry for communication between the Mission and the Operational Headquarters (EEAS/CPCC);
- 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.

3. Mission Specific Tasks and Responsibilities:

- To ensure coordination of the Mission Headquarters (MHQ) staff performing the following command enabling functions: Planning and Evaluation, Project management, Analysis and Reporting, Executive, Press and Public Information, Document Management/Registry, Human Rights and Gender Advice, Legal Advice, Political Advice and Mission Support.

- To lead and manage Brussels Support Elements (BSE) in the areas of MHQ/Operations and Mission Support deployed in the EEAS/CPCC.

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 or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience, out of which a minimum of 5 years of experience at senior management level;
- Experience in liaison with governmental and law enforcement institutions (such as ministries, agencies, coast guard, police, prosecution, judiciary, customs etc.).

5. Essential Knowledge, Skills and Abilities:

- Knowledge of and experience in strategic management and/or public administration;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Strong managerial track record;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to mentor and motivate staff.

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 in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Drafting, reviewing, editing and presentation skills.