

Position Name: Analysis Officer	Employment Regime: Seconded	
Ref. Number: IAO 61	Location: Baghdad, Iraq	Availability: ASAP
Component/Department/Unit Operations Department/LO2	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Analysis Officer reports to the Head of Strategic Coordination Component (LO2).

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends in meetings and discussions with key counterparts and international partners in the host country, including the EU family;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and lead the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command and EU Member States related to the Mission's mandate;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations;
- To contribute to the Mission's regular lessons learned discussions with analytical input;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To lead the Mission's analytical framework through analyses and other papers to inform the Mission's contextual awareness;
- To lead the production of a Conflict Analysis Report in accordance with the relevant EU Guidelines;
- To participate in the discussions on EU coordination in order to develop and maintain the EU Coordination Matrix;
- To contribute to the strategic analysis to identify and define Iraqi civilian SSR priorities and needs which may inform EU political decision making on any future SSR action;
- To contribute to the production of strategic and operational planning products to assist and inform EU political decision making on possible future EU engagement in support to Iraqi SSR.

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 second 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Excellent analytical capability, knowledge of information collection and analytical methods;
- Excellent strategic and operational planning knowledge;
- Strategic Report compilation, drafting and editing skills;

6. Desirable Qualifications and Experience:

- University/master's degree in political science, law, development studies or other related fields;
- Experience in leading and communicating change management initiatives to diverse audiences;
- Good experience in international SSR efforts and methodology;

7. Desirable knowledge, skills and abilities:

- Knowledge in analytical and information management software solutions;
- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Knowledge of Arabic.