

<b>Position Name:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO AR 04***** GEO AR 08*****	<b>Location:</b> Tbilisi Tbilisi	<b>Availability:</b> 06 Jan 2020 06 Jan 2020
<b>Component/Department/Unit:</b> Analytical Reporting and Outreach Department/ Reporting Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Reporting Officer reports to the Head of the Analytical Reporting and Outreach Department.

### 2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- 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 support 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, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- To contribute to the collection of the Mission's lessons learned observations;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To compile the Mission's inputs to the Incident Prevention and Response Mechanism monthly meetings and to the Geneva International Discussions;
- To maintain working relationships with Field Offices, across the Mission Departments and with outside interlocutors to ensure effective information flow;
- To participate actively in thematic Working Groups;
- To ensure common drafting and comprehensive content of reports;
- To promote a positive working environment 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; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- Political awareness and judgment.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Ability to work as a member of a team;
- Communication and presentation skills;
- Prioritisation skills.
- Knowledge of Russian and/or Georgian language(s).