

SECONDED POSITIONS (12)

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: NI 03	Location: Niamey	Availability: 21 Aug 2020
Component/Department/Unit: Chief of Staff Department/ HoM	Security Clearance Level: EU SECRET	Open to Invited Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To manage and oversee day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities;
- To support the Head of Mission 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 HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise the development and periodic review of the Mission Implementation Plan (MIP), 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, the representatives of EU Member States and Contributing Third States, according to HoM'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, as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM, as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, or any other activity to HoM's Office;
- 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(s).

3. Mission Specific Tasks and Responsibilities:

- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking;
- To communicate to HoM the status of action items, projects, or any other activity of strategic importance for the Mission;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.

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. The qualification should be in any of the fields Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management); **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level; **AND**
- A minimum of 1 year of experience in liaison with law enforcement institutions (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;
- Managerial track record;
- Ability to mentor and motivate staff;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- French language skills: minimum C1 (Proficient User).