

SECONDED POSITIONS

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: GEO CS 01	Location: Tbilisi	Availability: 03 May 2021
Component/Department/Unit: CoS Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To supervise the Office of the Chief of Staff and the following MHQ units: Political, Analysis, Reporting and Communications Department and Planning and Evaluation Section;
- To administer all advisers (Human Rights, and Gender) to the HoM on all human resources related aspects, such as leave requests, sick leaves, travel requests, performance evaluation reports, etc.;
- To supervise administratively the Mission Analytical Capability (MAC);
- To supervise administratively the Project Cell;
- To exercise the day-to-day coordination of the MHQs functions, including Mission Support and Human Resources, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making and when analysing the internal reporting of Mission activities;
- To supervise administratively the Financial Verification Officers and Internal Auditor;
- To ensure that all Mission activities are consistently planned, supported and executed according to HoM's directions (quality control);
- To organise the regular Mission 'battle rhythm' including Senior management team meetings, all staff meetings, periodic Mission Implementation meetings;
- To ensure that MHQs Staff are periodically updated on Mission implementation progress, resource requirements as well as on the political and security situation of the Mission area;
- 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, EU member states and, where applicable the EUSR office;
- To ensure that liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders in the area of competence;
- To coordinate all contributions to the Mission's external reporting, including on identified lessons and best practices;
- To contribute to the induction and in-mission training of Mission personnel;
- To contribute proactively to a positive and harassment free working environment conducive and in line with the Standards of Behaviour;
- To fulfil any other tasks delegated to him/her by the HoM.

3. General Tasks and Responsibilities:

- N/A

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;
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;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.);

5. Essential Knowledge, Skills and Abilities:

- Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- 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 mentor and motivate staff;
- Good knowledge of the European Union Policies and Institutions in particular Common Foreign and Security Policy (CFSP) and Common Security and Defence Policy (CSDP).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language(s).