

### Seconded Positions (1)

<b>Position Name:</b> Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAO 01	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> 09/05/2021
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

#### **1. Reporting Line:**

The Head of Operations reports to the Head of Mission (HoM)

#### **2. Main Tasks and Responsibilities:**

- To supervise, manage and coordinate the Mission operational Components/Offices, Units and Teams, ensuring they implement their tasks in accordance with the mandate;
- To contribute to the development of the Mission overarching policy and relevant Mission implementation strategy within his/her area of competence;
- To ensure that the CoS and the Senior Management Staff are periodically updated on Mission operational requirements and mandate implementation progress notably as regards resource needs;
- To ensure through weekly meetings and written instructions that the Mission operational elements are kept periodically updated of the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security Officer respectively;
- To input to the drafting and progressive updating of the Mission Implementation Plan (MIP) by supporting the identification of Mission operational requirements as the situation evolves as well as the design of Mission operational activities in support of tasks and objectives;
- To supervise the conduct of Mission activities and to ensure their orientation and operational coherence towards the end state;
- To regularly report against benchmarking, also assessing the consistency and sustainability of Mission operational activities across time, and to provide recommendations for the improvement of Mission performance;
- To ensure close cooperation with local authorities and other relevant stakeholders at the required levels;
- To cooperate with the Project Cell on any funds required for the execution of Mission activities falling within his/her area of competence;
- To proactively seek advice from the Mission legal, gender and human rights advisors for the benefit of effective execution of the Operation Department duties in line with related overarching EU policies and standards
- To implement proper coordination with and support to other international EU and/or non-EU actions within the scope of Mission mandate;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that his/her supervised personnel contribute to identify and report lessons and best practices within their respective fields of responsibility;
- 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 OR equivalent and attested police or/and 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 at management level;
- Experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes;

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

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Leadership skills;
- Spoken and written proficiency in English;

### **6. Desirable Qualifications and Experience:**

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Sound senior level experience in SSR related activities and support;
- Master Degree/MBA in management, business administration, political science, conflict studies or international relations other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Good experience in EU JHA policies, relevant EU JHA agencies and overall EU SSR approach
- International experience at strategic level in fragile and conflict affected states, bilaterally or with multi-national and international organisations.
- Experience in either CSDP, OSCE or UN mission.

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

- Arabic language.