

<b>Position Name:</b> Mission Analytical Capability (MAC) Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 13	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission (HoM), administratively managed by the Chief of Staff (CoS).

### 2. Main Tasks and Responsibilities

- To provide analytical assessments of a mid to long-term nature regarding developments affecting opportunities including contributions to early warning of potential threats;
- To help if so directed with analysis related to disinformation;
- To contribute identifying and mapping relevant entities related to the Mission mandate;
- To support the establishment and management of the Mission Information and Knowledge Management System (IKMS) and use it to collate and process information from all Mission's various components as well as external sources.

### 3. General Tasks and Responsibilities

- To support the Missions' situational awareness in accordance with the agreed MAC concept;
- To establish where required and as directed by the HoM liaison arrangements with relevant counterparts;
- To contribute to the regular Mission reports;
- To disseminate MAC products internally and/or externally as directed by the HoM and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To act upon the HoM's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other related task as required by the Line Manager(s).

### 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. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management **OR** police or military equivalent education or training and rank; **AND**
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, out of which a minimum of 3 years of experience of analytical experience in handling, processing and analysis of information from various sources.

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

- Handling, processing, analysis and presentation of information from various sources;
- Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills.

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

- International experience, particularly in crisis areas with multi-national and international organisations;
- Analytical capacity and proven experience;
- Security sector reform experience.

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

- Knowledge of project cycle management;
- Ukrainian or Russian language skills (minimum level B1/B2).