

Position Name: Deputy Head of Field Office	Employment Regime: Seconded	
Ref. Number: AG 02	Location: Agadez	Availability: 01 Jul 2021
Component/Department/Unit: Operations Department/ Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Invited Third States: No

1. Reporting Line:

The Deputy Head of Field Office (FO) reports to the Head of FO.

2. Main Tasks and Responsibilities:

To deputise for the Head of FO in the discharge of his/her tasks that include the following:

- To lead, direct and manage the work in the FO, in accordance with the Mission OPLAN and the Mission Implementation Plan (MIP);
- To monitor the execution of all tasks allocated to the FO, analyse the situation on the ground, the needs and dynamics, with a view to further develop and initiate, in cooperation with the Mission's leadership, the FO actions (capacity building, trust building) in the region;
- To analyse and report any challenges, shortcomings or gaps in the planning and/or execution of the FO tasks and provide recommendations for improvement;
- To establish and maintain regular relationships and to co-operate with relevant local (municipal and regional) authorities and organisations (local, national and international);
- To supervise operational mission staff members in the performance of their duties and monitor the progress of their tasks against set objectives;
- To coordinate and supervise the cooperation of the FO's staff members with local authorities and organisations, and, if necessary, guide them in their work with external partners;
- To ensure timely contribution to the Mission's internal and external reporting against benchmarking, and to the identification of lessons learned and best practices;
- To cooperate and coordinate the visits of EU and international actors to the FO or their participation in FO activities;

3. General Tasks and Responsibilities:

- To ensure adequate coordination of the execution of the FO tasks with involved Mission departments (Mission Support, Duty of Care Department, etc.);
- To ensure that Standard Operating Procedures (SOPs) and Mission instructions are properly implemented and correctly applied within the FO;
- To represent the FO at official events in the region;
- To ensure that human rights and gender related aspects are implemented and duly observed among the FO mission members, as required by the Mission's management;
- To undertake any other related tasks, as requested by the Line Manager(s).

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 and/or military education or training or an aware of an equivalent rank; **AND**
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements.

- Proven management experience of a pluridisciplinary team in the field of law enforcement.

5. Essential Knowledge, Skills and Abilities:

- SSR expertise;
- Ability to use own initiative and make sound and timely decisions;
- Ability to mentor and motivate staff;
- Ability to motivate and mentor regional counterparts;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Highly resilient under mental pressure;
- Ability to live and work under very limited freedom of personal movement.