

**SECONDED POSITIONS**

<b>Position Name:</b> Deputy Head of Mission	<b>Employment Regime:</b> Secoded	
<b>Ref. Number:</b> GEO HO 02b	<b>Location:</b> Tbilisi	<b>Availability:</b> 23 March 2022
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Deputy Head of Mission reports to the Head of Mission (HoM).

**2. Main Tasks and Responsibilities:**

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan in consultation with the Chief of Staff;
- To deputise for the HoM in his/her absence;
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To supervise the implementation of mechanisms in the Mission for ensuring gender equality, gender mainstreaming, and the Women, Peace and Security agenda in general;
- To supervise the implementation of mechanisms in the Mission for ensuring Human Rights mainstreaming;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the Code of Conduct and Discipline;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To support the HoM in liaising with the Incident Prevention and Response Mechanism (IPRM) participants and with international organisations and diplomatic representatives;
- To ensure that liaison and coordination are consistently maintained with EU, non-EU and local stakeholders according to HoM's instructions; in particular to liaise with the EU Delegation and the Office of the EUSR, especially with reference to the Confidence Building Facility;
- To support the HoM in the duty of care of Mission personnel;

**3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

**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 12 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 leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.

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

- Capacity to lead and oversee a Mission with staff members of different professional backgrounds;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Familiarity with diplomatic protocol;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;

**6. Desirable Qualifications and Experience:**

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms;
- Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

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

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