

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. number: SOM-102	Location: Mogadishu	Availability: ASAP
Department/Division/Section: Chief of Staff / Planning, Reporting and Evaluation Section/Reporting Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Reporting Officer reports to the Senior Reporting Officer.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To contribute to the production of timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To prepare and give presentations; prepare talking points, speeches and take meeting minutes;
- To contribute to the development and regular update of the Mission Implementation Plan (MIP);
- To monitor the Mission's lessons learned process and contribute to their collection;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities (e.g. Meeting Reports, Monthly reports, benchmarking table);
- To ensure that data from Mission activities are being stored and utilised for statistics, analysis and evaluations;
- To participate in the development and review of Reporting and Lessons Learned policies and SOPs.

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 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; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and profound knowledge of information collection and analytical methods;
- Ability to synthesize information and draft clearly, succinctly and quickly;
- Excellent drafting and editing skills;
- Analytical capability and knowledge of information collection;
- Substantial knowledge and experience in benchmarking;
- Excellent written and spoken English language.

6. Desirable Qualifications and Experience:

- Experience working in operating in a conflict or post-conflict environment;
- Experience in information/data collection, storage and analytical methodologies.

7. Desirable Knowledge, Skills and Abilities:

- Substantial understanding on how to develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- Ability to multi-task with a time management efficiency;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- A previous relevant professional experience in Africa.