

Position: Chief Situation and Information Centre	Employment Regime: Seconded	
Ref. Number: EK 50030 Confirmed Vacancies: 0 Pending Vacancies: 1	Location: Western Balkans Region (Kosovo)	Availability: 08/05/2022
Pillar/Department/Unit: Office of the Chief of Staff/ Situation and Information Centre	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Chief Situation and Information Centre reports to the Chief of Staff, while cooperating closely with the Senior Mission Security Officer and the Head of Operations Support Pillar for their areas of responsibility.

2. Main Tasks and Responsibilities:

- To manage the Situation and Information Centre (SiC), including (a) personnel management and recruitment, (b) ensuring that standard operating procedures, tools and templates are in place, (c) briefing senior management as well as visitors, (d) sharing information and maintaining relations with the Mission's components, (e) providing input to management meetings;
- To ensure that SiC receives all necessary information in a timely manner;
- To organise the information-flow within the Mission ensuring situational awareness at all levels;
- To oversee the preparation and quality of SiC products;
- To ensure timely distribution of reports about important, urgent events and new developments;
- To ensure the monitoring of movement of all Mission personnel in the field;
- To ensure the collection, analysis, distribution and archiving of all incoming security and operational reports, and of information from different sources including the media;
- To oversee the Mission's response during the initial phase in case of critical incidents, while alerting all relevant staff;
- To ensure a proper information flow to the Watchkeepers' Capability;
- To oversee the appropriate operation of secure communication mean;
- To ensure the proper registration of all activities and in particular in case of incident;
- To alert and inform key security personnel and senior Mission management of important developments;
- To take over of all operational assignments of a SiC Operations Officer, when necessary;
- To perform other related duties as required.

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;

- To contribute to the identification of lessons 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 Chief of Staff.

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, Law Enforcement, Law, Public Administration, or other related university studies OR an equivalent and attested police or/and military education; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements. Professional experience must demonstrate increased responsibility in processing information to provide situational awareness, crisis management and early warning services.

5. Essential Knowledge, Skills and Abilities:

- Demonstrated ability to contribute to the development of security policies and procedures;
- Analytical, organisational, planning, and time-management skills;
- Sound drafting and editing skills, with the ability to produce cogent reports often under time constraints;
- Ability to identify sensitive and operationally significant issues;
- Ability to effectively conduct presentations by clearly summarising and articulating issues, and concisely conveying information;
- Sound knowledge of computer applications, advanced experience with Windows Office programmes, as well as e-mail and Internet.

6. Desirable Qualifications and Experience:

- Ability to perform under stress and in difficult circumstances;
- Experience in handling EU classified information;
- Experience working in a Watch Room, Situation Centre, Joint Operations Centre or similar setting.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work with infographics, information and data management, mapping and graphic programmes;
- Knowledge of most recent technology and IT applications.