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| <b>Position Name:</b><br>Senior Reporting Officer  | <b>Employment Regime:</b><br>Seconded                  |   |
| <b>Ref. Number:</b><br>UAC 034   | <b>Location:</b><br>Kyiv                               | <b>Availability:</b><br>16 Sep 2022             |
| <b>Department/Component/Unit:</b><br>Chief of Staff/ Planning, Reporting and Evaluation Division | <b>Level of Security Clearance:</b><br>EU CONFIDENTIAL | <b>Open to contributing third States:</b><br>No |

### 1. Reporting Line:

The Senior Reporting Officer reports to the Head of Head of Planning, Reporting and Evaluation Division.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Reporting Office and coordinate with the Planning and Evaluation Office, relevant staff in the Chief of Staff Office, Head of Mission's office, and Head of Operations' Office;
- To manage the Mission's operational planning, reporting and analysis requirements, including, but not limited to, the Weekly Operational Summary, the Six-Monthly Report and Special Reports as well as ad-hoc reports requested by the Mission's management or CPCC;
- To implement a reporting system in line with the regular reporting schedule and supervise all reports to be submitted to the chain of command;
- To supervise information data handling, including logging and tracking of all written products, ensuring rapid retrieval of documents and information, including access to classified material;
- To coordinate regular meetings and exchange with Political Advisors, Security Office, Press and Public Information Department, Operations Department and other key analytical functions to optimise coordination and synergy;
- To contribute to drafting the Mission's reports for EU institutions in Brussels and Member State capitals, working within tight deadlines and guidelines;
- To deliver regular presentations and briefings to Mission staff, the diplomatic community in Kyiv and external visitors up to ministerial level;
- To liaise with external partners in order to enhance information collection and analysis;
- To support external communication, cooperation and coordination on the technical planning level in coordination with the Missions Operational and Cooperation/Coordination Components;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in conjunction with the Planning and Evaluation Office and in close coordination with the Mission's operational elements;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements and channel relevant information in line with the relevant planning documents.

### 3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- 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' degree AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Analytical capability, political awareness and judgement and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team
- Ability to establish, plan, review priorities and work in a methodical manner;
- Ability to communicate and engage with senior officials and governmental decision makers.

**6. Desirable Qualifications and Experience:**

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Previous experience in crisis management Missions, including in the area of SSR (including policing, rule of law), or in the political/diplomacy field;

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

- Understanding of the multi-dimensional aspects of conflict management and/or knowledge and experience of working in the region.