

Position Name: Special Assistant to the Office of the Head of Operations Support Pillar	Employment Regime: Seconded	
Ref. Number: EK 50102 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Operations Support Pillar	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Special Assistant to the Office of the Head of Operations Support Pillar reports to the Head of Operations Support Pillar.

2. Main Tasks and Responsibilities:

- To support the Head and Deputy Head of Operations Support Pillar (HoOSP) in analysing and assessing the development and progress of the Pillar's performance against the Mission's mandate, tasks and priorities in the area of policing as set in the planning documents and the Mission Implementation Plan;
- To ensure the communication flow and timely correspondence and information sharing of the Office of the HoOSP;
- To liaise regularly with other Mission operational elements and external stakeholders;
- To produce timely and accurate periodic and ad-hoc reports on behalf of the Head and Deputy Head of OSP on the status of the Mission's mandate implementation;
- To ensure the proper handling of documentation and files within the Office of the HoOSP, including the Criminal Intelligence and Cooperation Unit;
- To assist the Head and the Deputy Head of OSP with aspects of Mission representation, e.g. preparing presentations and materials;
- To accompany the Head and the Deputy Head of OSP to meetings and events, including preparations, taking minutes and required follow-up;
- To assist the Head and the Deputy Head of OSP in ensuring timely and accurate reporting as per Mission planning documents and the Mission Implementation Plan.

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 Head of Operations Support Pillar.

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 Political Science, International Relations, Law, Social Sciences, Business or Public Administration, or other related university studies OR equivalent and attested police and/or military education; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- Senior Law Enforcement Officer with experience in different fields of policing.

5. Essential Knowledge, Skills and Abilities:

- Ability to work to tight deadlines with minimal supervision;
- Interpersonal and communication skills, both written and oral.

6. Desirable Qualifications and Experience

- Experience as a personal assistant to a higher level position.

7. Desirable Knowledge, Skills and Abilities:

- Very good knowledge and/or experience in strategic management and/or public administration.