

Position Name: Head of Political, Analysis & Coordination Division	Employment Regime: Seconded	
Ref. Number: UAC 020	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/Political, Analysis & Coordination Division	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Political, Analysis & Coordination Division reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Division in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To oversee the Division's input to the development and regular updating of the Mission Implementation Plan, in particular with regard to political and strategic aspects of the mission's mandate implementation;
- To follow the policy matters pertaining to the Mission mandate implementation and to provide analysis and advice on same to the HoM (Head of Mission) , DHOM (Deputy Head of Mission), and Senior Mission Management;
- To advise HoM, DHOM, and Senior Mission Management on political matters relating to or influencing on the Mission and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To lead and support the Mission's activities with the Parliament, including with regard to the legislative drafting, and in view of the implementation of the Mission's mandate;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles as appropriate;
- To coordinate the political input and to review regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To supervise the Mission's coordination and cooperation activities with local, EU and international counterparts, including to support the Integrated Approach of the EU action;
- To work closely with the EU Delegation to ensure that activities are consistent with an overall EU Integrated Approach;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the political contribution to the Mission's Reporting Division in particular in reference to mandatory reporting to EEAS and EU Member States;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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's Degree The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Experience of working with diplomacy or political affairs;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ukrainian or/and Russian language skills.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in implementation of reform programmes including a proven ability to establish/review priorities.

7. Desirable Knowledge, Skills and Abilities:

N/A