

Position Name: Brussels Support Element (BSE) - Operations and Reporting Officer	Employment Regime: Seconded	
Ref. Number: MA 112	Location: Brussels	Availability: 01/08/2023
Component/Department/Unit: Chief of Staff Office/BSE	Security Level: EU Secret	Clearance Open to Contributing Third States: No

1. Reporting Line

Embedded within the Civilian Planning and Conduct Capability (CPCC) in Brussels, the Brussels Support Element (BSE) - Operations and Reporting Officer reports to the Chief of Staff (CoS) and functionally supports and works with the CPCC.

2. Main Tasks and Responsibilities

- To liaise and maintain close coordination between the Mission and the CPCC, the European External Action Service, European Commission and EU Member States;
- To follow and coordinate political developments of interest to the Mission with EU institutions and interlocutors in close cooperation with the CPCC desk;
- To provide analysis on the Mission's mandate implementation;
- To closely follow developments in Mali, in particular those related to the Mission's mandate, and inform and advise CPCC on relevant aspects of the Mission operations;
- To contribute to the reporting, drafting and planning of Mission documents;
- To actively support the relevant CPCC Operations' desks in their day-to-day work (contributing to briefings, reports, meetings, read-outs, notes etc.);
- To contribute to CPCC's presentations to Brussels-based working groups and other actors as appropriate;
- To support the organisation of CPCC visits to the Mission and Mission's visits to Brussels and capitals;
- To regularly visit the Mission in agreement with the CoS and CPCC;

3. General Tasks and Responsibilities

- To identify and report lessons learned and best practices within the respective area of responsibility;
- To contribute and secure 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 job-related tasks as required by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification in the level 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**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- People management skills and capacity to deal with different levels of stakeholders;
- Attention to details;

- Analytical and reporting skills;
- Networking skills;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

6. Desirable Qualifications and Experience

- Excellent analytical, synthesis and drafting skills;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of European and international actors in the field of crisis management;
- Ability to develop and maintain effective work relationships with different national and cultural background with sensitivity and respect for diversity.