

<b>Position Name:</b> FO Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> AG 10	<b>Location:</b> Agadez	<b>Availability:</b> 24 Jul 2023
<b>Component/Department/Unit:</b> Field Office/ Operations Cell	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The FO Analyst reports to the Agadez Head of Field Office whilst functionally reporting to the MAC Analyst through the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To analyse changes on the ground, including trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation;
- To provide comprehensive and timely assessments of situations, events and developments, including contributions to early warning of potential threats in Agadez area and upcoming opportunities for mandate implementation;
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by the Head of Field Office (HoFO);
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the HoM or his/her delegate, and ensures the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Security and Duty of Care Cell and mainly in collaboration with the FO Mission Security Analyst;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To support the efficiency of information within the Mission;
- To operationalise Head of Mission (HoM) and Head of Field Office (HoFO) information and analysis requirements (identification, prioritization, planning, tasking);
- To act upon the HoM's information and analysis requirements;
- To support structuring of Mission information flows with regard to the Mission's analytical needs, in collaboration with the MAC Analyst from Niamey.

### 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 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 **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Skills in handling, processing and analysis of information from various sources;
- Ability to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolves;
- Ability to work on his/her own initiative in a methodical manner;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- A minimum of 1 year of experience in the use of analytical IT packages and processes;
- Experience of designing and delivering training;
- Experience in project management;
- Experience working in Africa, particularly in Sahel Region.

**7. Desirable Knowledge, Skills and Abilities: N/A**