

SECONDED

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| Position Name: Mission Analytical Capability (MAC) Analyst | Employment Regime: Seconded | |
| Ref. Number: UAC 006 | Location: Kyiv | Availability: ASAP |
| Component/Department/Unit: Chief of Staff Office | Security Clearance Level: EU Secret | Open to Contributing Third States: No |

1. Reporting Line:

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission (HoM) and is administratively line managed by the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Mission MAC concept;
- To establish – where and as required by the HoM – liaison arrangements with relevant counterparts;
- To provide input to and draft Mission reports, including special reports;
- To disseminate MAC products internally and/or externally and ensure the security of the information handled by the MAC;
- To contribute to political products drafted by the Mission, in liaison with the Political Analysis and Coordination Division (PACD);
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer (SMSO);
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
- To act upon the Head of Mission’s information and analysis requirements;
- To help, if so directed, with analysis related to hybrid threats, including disinformation and/or other theatre-specific challenges;
- To identify specific dynamics and actors linked to the situation of the Area of Operations;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the Area of Operations and against the Mission, the host nation and EU interests, and to further develop the Missions ’early warning’ capabilities on hybrid and other threats, in coordination with relevant actors in the Mission;
- To manage Mission interaction with the EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity, including the Hybrid Fusion Cell, in coordination with the Head of PACD.

3. General Tasks and Responsibilities:

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To identify and report on lessons learned and best practices 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 and/or 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:

- Analytical skills, and knowledge of information collection;
- Writing and reporting skills.

6. Desirable Qualifications and Experience:

- Master's degree in any of the fields of Political Science, International Relations, or other related fields;
- Experience in use of analytical IT packages and processes;
- Successful completion of open-source intelligence courses;
- Experience in analysing hybrid threats and other related threats;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good understanding of the political, cultural, historical, and security situation of the region in which the Mission operates.