

<b>Position Name:</b> Senior Operations Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-9113	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/ Operations Coordination Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Operations Coordinator reports to the Deputy Head of Operations (D/HoOps).

### 2. Main Tasks and Responsibilities:

- To support the HoOps in the coordination of operational activities in the area of responsibility;
- To be a source of advice and support the HoOps in the coordination of operational and oversight activities;
- To establish efficient working relationships at strategic level with all the key stakeholders involved in operational activities of the mission, including EU Delegation to Somalia, UNSOM, UNDP, UNODC and AMISOM;
- To support the HoOps oversight activities in the area of responsibility;
- To identify and coordinate activities that are common to several Field Offices;
- To be responsible for the tracking, coordination and advise to Operations and Field Offices on key matters relevant to operational activities in the respective Field Offices;
- To identify and coordinate, in conjunction with other Operations Coordination Team members and with Field Offices Advisors, activities that links HQ intent and guidance with the Field Offices;
- To act as an important source of monitoring capacity to the HoOps in regards of the Mission Implementation Plan;
- To develop situational analysis, develop activities, planning and timely report developed actions.
- To ensure data collection related to Mission's operational activities;
- To contribute to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's activities over time, and to provide recommendations for the improvement of Mission's performance.

### 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to coordinate and add value to the mission implementation;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to liaise with other stakeholders, both national and international, thus having good interpersonal skills, good communications skills, tact and integrity;
- Good understanding of policies and organisational aspects relevant to the mission mandate;

- Good knowledge of Human Rights and Gender practices.

**6. Desirable Qualifications and Experience:**

- Previous experience with coordination and facilitation of complicated processes inside larger organisations, preferable in a crises area;
- Experience in project and planning management at strategic level;
- Strategic thinking;
- Experience in knowledge management.

**7. Desirable Knowledge, Skills and Abilities:**

- Proven organisational and planning skills.