

SECONDED POSITIONS

Position Name: Executive Officer	Employment Regime: Seconded	
Ref. Number: IAT 510	Location: Baghdad, Iraq	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- Manage the Head of Mission' office in close coordination with the Deputy Head of Mission and the Chief of Staff;
- Manage the day-to-day administration of the HoM's schedule: including weekly Senior Management Meetings, video conferences. Arrange meetings and any other related request. Coordinate the duty trips for Head of Mission;
- To maintain a registry of all official contacts and correspondence with the Mission;
- To coordinate and pre-review advice and information provided for the Head of Mission, by Mission components and Mission members as required;
- To ensure close cooperation of the Head of Mission' office and other Mission members, drafting plans, directives, Standard Operating Procedures, orders and instructions to be approved and/or issued by Head of Mission;
- To coordinate and liaise with relevant Mission components as required;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To develop and maintain the Strategic External Engagements Planner and ensure close coordination with the HoM, DHoM and CoS and facilitate their planning and meeting schedules;
- To act as the line manager of the National Administrative Assistant(s).

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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Administrative skills (office management, event planning, project management).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- EU protocol.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic or other EU languages.