

| | | |
|--|--|--|
| Position Name: Monitoring Deputy Team Leader | Employment Regime: Seconded | |
| Ref. Number: ARM 66 ARM 95 ARM 96 | Location: Goris Kapan Jermuk | Availability: 30.08.2025 21.12.2025 05.09.2025 |
| Component/Department/Unit: Operations | Security Clearance Level: N/A | Open to Contributing Third States: No |

1. Reporting Line:

The Monitoring Deputy Team Leader (MDTL) reports to the Monitoring Team Leader (MTL).

2. Main Tasks and Responsibilities:

- To deputise for Monitoring Team Leader and support the work of the Forward Operating Base under the guidance of the Monitoring TL;
- To lead the Monitoring Team to which they are assigned;
- To communicate and monitor achievement of operational objectives by the Monitoring Team, and to act as first Line Manager for Monitors in his/her team;
- To ensure the timely flow of information;
- To analyse patrol findings alongside previously recorded information to monitor trends, developments, information gaps and to plan further patrol tasking;
- To guide and to oversee the tasks of team members including Patrol Leaders;
- To act as focal-point for receiving, developing and disseminating the Team's information;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To identify best practice and lessons learned within the field of responsibility;
- To ensure that patrols are planned and carried out in accordance with guidelines, directions and Mission Standard Operating Procedures;
- To further develop expertise in relevant thematic areas within the team, and to actively maintain up-to-date knowledge;
- To supervise and advise team members on all aspects of their duties (duty rosters, leave, deployment, etc.);
- To build and maintain efficient and effective team cooperation.

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
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 3 years at coordination/management level.

5. Essential knowledge, skills and abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Knowledge of organisational, prioritisation, planning, and time-management;
- Report compilation, drafting and editing skills as well as database management;
- Presentation and report writing skills;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Experience in crisis management, security actor, humanitarian or development field work, or in another relevant international work environment;
- Experience of working with civil society;
- Experience in establishing trust and building relationships with vulnerable women and men, Internally Displaced Persons (IDP's) and refugees;
- Experience in preparing action plans;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid, etc;
- Valid license for armoured vehicles or C or C1 Driving license.

7. Desirable knowledge, skills and abilities:

- Basic understanding of topographic maps, colours, symbols, scales and handheld GPS;
- Ability to conduct analysis based on information, knowledge management and databases;
- Knowledge of Russian and/or Armenian language(s).