

Position Name: Deputy Head of Mission / Chief of Staff	Employment Regime: Seconded	
Ref. Number: MOL 02	Location: Chisinau	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy of Head of Mission / Chief of Staff reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To deputise the Head of Mission as required;
- To coordinate and integrate the work of horizontal advisors (e.g., legal, political, PPIO) as well as other functions e.g. Brussels Support Element, internal control, planning etc. to provide cohesive and timely support to the Head of Mission and senior leadership;
- To administratively coordinate the Human Resources Section, the Security and Duty of Care Office and the Mission Support Department;
- To contribute and to participate in the development and implementation of Mission policy, implementation strategy, planning, and reporting;
- To ensure all Mission activities are consistently planned, supported, and executed to in a qualitative manner;
- To participate in operational implementation of the Mission mandate following up on operational activities, with due respect to the core function of the Head of Operations;
- To support the Head of Mission in duty of care responsibilities and contribute as required;
- To support the Head of Mission in the field of and strategic communications, including targeted work on disinformation;
- To organise and facilitate senior management meetings, all-staff briefings, and periodic Mission implementation meetings;
- To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political/security developments in the Mission area;
- To support the Mission efforts to liaise and coordinate with EU institutions (EU Delegations, CSDP missions, Justice and Home Affairs agencies), Member States, international partners, local authorities, and civil society in line with the integrated approach;
- To fulfil the role of responsible authority in the framework of the Code of Conduct, including making first-instance disciplinary decisions;
- To ensure that Mission Standard Operating Procedures are developed, implemented, and periodically reviewed in line with the applicable policies and guidelines;
- To contribute to the training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments.

6. Desirable Qualifications and Experience:

- Master's degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Romanian or/and Russian language.