

Position Name: Executive Officer to the Deputy Head of Mission	Employment Regime: Seconded	
Ref. Number: UAC 003	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Executive Officer to the Deputy Head of Mission reports to the Deputy Head of Mission (DHoM) and is administratively line managed by the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To support the management of the Head of Mission Office;
- To ensure close cooperation with the Head of Mission Office and other Mission departments in drafting plans, directives, Standard Operating Procedures, orders and instructions to be approved and/or issued by Head of Mission;
- Coordinate and prepare programs for high-level visits in cooperation with other Mission departments;
- To coordinate and liaise with relevant Mission components as required;
- To serve as the main point of contact for DHoM for necessary coordination and following up with EUAM senior staff, EEAS, other CSDP Missions, other international organisations and diplomatic Missions;
- To review documents, reports, and letters prepared for signature by DHoM in order to ensure quality and accuracy in substance;
- To coordinate drafting of speeches, key messages, talking points, background briefings, papers, in coordination with the Political Analysis and Coordination Division, and prepare and file minutes from meetings;
- To liaise with local authorities, international partners, non-governmental organisations, and other external counterparts on behalf of DHoM;
- To replace the HoM's and CoS's Executive Officers, whenever required;
- To ensure follow-up within the Mission of any decisions taken by the DHoM and help facilitate the flow of information through maintaining contacts with all Components/Departments and Offices.
- To ensure dissemination of information across the Mission departments.

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:

- Political judgement and diplomatic skills;

- Personal skills (discretion, confidentiality, problem solving, flexibility, time management);
- Ability to build effective working relationships;
- Administrative skills (office management, event planning, project management).

6. Desirable Qualifications and Experience:

- Experience with EU protocol;
- Working experience in an assisting and advisory capacity to senior management;
- International experience, particularly in crisis areas with multi-national and international organisations;

7. Desirable Knowledge, Skills and Abilities:

- Ukrainian and/or Russian language.