

SECONDED POSITIONS

Position Name: Head of Operational Advice and Capacity Building Unit / Senior Operational Adviser	Employment Regime: Seconded	
Ref. Number: ARMP 11	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Operational Advice and Capacity Building Unit / Senior Operational Adviser reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To coordinate the work of the Unit's staff as well as staff deployed through short-term development instruments in the field of countering hybrid threats and enhancing cybersecurity;
- To oversee the Unit's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Unit's contribution to the Mission's internal and external reporting against benchmarking;
- To support the development of the local authorities in the field of hybrid threats and cybersecurity through advice, training, exercises and mentoring;
- To advise authorities in the operationalisation of whole-of-government and whole-of-society frameworks against hybrid threats;
- To support authorities in development of national action plans on countering hybrid and cyber threats;
- To identify needs and provide capacity building support to relevant Armenian authorities with a view to developing and enhancing capacities for i.a. situational awareness and hybrid threat assessment, including in the area of FIMI and cyber;
- To work in close cooperation with the other Mission advisers and relevant counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To facilitate liaison with Member States' and like-minded agencies;
- To act as the representative of the Unit with external interlocutors;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- 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 provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at 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 frameworks on resilience and preparedness against hybrid threats;
- Understanding of tactics, techniques and procedures (TTPs) employed by hybrid threat actors.

6. Desirable Qualifications and Experience:

- Master's degree in security studies, social sciences, public relations, law, management, business administration, or other relevant subjects;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analysis, in a governmental agency/Ministry or equivalent, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis, post-crisis or transitory areas with multinational and international organisations;
- Experience in capacity-building on navigating cyber threat landscape (threat detection, incident response and recovery, cybersecurity stress-testing with institutions);
- Knowledge of EU and national cybersecurity policies and frameworks;
- Knowledge of legal framework and international regimes in the areas of financial crime, money laundering, asset recovery or corruption.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Armenian and/or Russian language(s).