

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. Number: LEO 1*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Operations Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Operations reports to the Head of Civilian Pillar.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Operations Department, ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To supervise the conduct of Mission operational activities and ensure orientation and operational coherence in close coordination with other Mission departments;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management is regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser/Mission Analytical Capability Analyst and the Security and Health Department;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisers to effectively execute Mission operations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve and to regularly report on benchmarking
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with the Project Cell on funding required for the execution of Mission activities within the area of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and 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;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaints and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective areas of responsibility;
- To contribute and ensure timely reporting on activities within the respective areas 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 and military education or training or an award of an equivalent rank; **AND**
- A minimum of 10 years of relevant professional experience, out of which a minimum of 5 years at coordination/management level, after having fulfilled the education requirements.

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;
- Understanding of peace stabilization mechanisms and conflict prevention;
- Ability to advise senior Lebanese partners on institutional reforms within the civilian domain of Security Sector Reform (SSR).

6. Desirable Qualifications and Experience:

- 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 Arabic and/or French language.