

Position Name: Operations Planning Officer (2 positions)	Employment Regime: Seconded	
Ref. Number: OPS 08 OPS 09	Location: Ramat Gan / Ashkelon	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Operations Department	Security Clearance Level: Not required	Open to Contributing Third States: No

1. Reporting Line:

The Operations Planning Officer reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To contribute for the development, and regularly update of the Mission Implementation Plan (MIP) in close coordination with relevant Mission operational elements and external stakeholders;
- To support the implementation of operational activities, tasks and milestones within the Operations Department, ensuring alignment with the Mission mandate, priorities and objectives;
- To plan, assist and monitor operational deployments and activities at the Rafah Crossing Point and other designated border crossing points, as required;
- To support the planning and preparation of current and future Mission operational engagement in the areas of border management and related operational activities;
- To conduct forward-looking operational planning and horizon scanning to identify emerging developments, operational requirements, risks and opportunities;
- To support the development and coordination of operational activities and projects in line with Mission priorities, ensuring coherence with operational plans, available resources and implementation timelines;
- To support the establishment, and monitoring of operational objectives, indicators, benchmarks and milestones, and assess progress towards mandate implementation;
- To collect, consolidate and analyse operational information and inputs from Mission elements, and provide assessments, recommendations and briefings to support operational decision-making;
- To develop and maintain Annual Work Plans and contribute to strategic reviews, implementation assessments, progress reports, briefing notes and other planning and reporting documents;
- To identify operational gaps, challenges and risks, and propose mitigating measures and follow-up actions to support effective implementation;
- To organise and support operational planning and coordination meetings, and ensure timely dissemination of information and updates within the Mission;
- To contribute for the drafting and updating Standard Operating Procedures (SOPs), planning documents and operational guidance to ensure consistency, compliance and effectiveness;
- To ensure that all planning, coordination and reporting activities are conducted in accordance with Mission procedures, policies and the guidance of line management.

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:

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection;
- Planning, coordination and organizational skills;
- Ability to analyse operational information and formulate recommendations;
- Ability to monitor implementation against objectives, indicators and milestones;
- Ability to work under pressure and manage multiple priorities and deadlines;
- Experience in operational planning, implementation monitoring, coordination and reporting;
- Experience in drafting planning documents, reports, briefing notes, assessments and analytical papers.

6. Desirable Qualifications and Experience:

- Experience in leading and communicating change management initiatives;
- International experience, particularly in crisis areas with multinational and international organisations.
- Experience in border management, border surveillance, or integrated border management activities;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Experience in border management, border surveillance or integrated border management activities;
- Experience in coordinating donor-funded projects or external assistance programmes.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU Common Security and Defence Policy structures and processes;
- Knowledge of result-based management, monitoring and evaluation methodologies;
- Knowledge of the political, security and operational environment in the Middle East region.