

<b>Position Name:</b> Operations Analysis Officer (2 positions)	<b>Employment Regime:</b> <b>Seconded</b>	
<b>Ref. Number:</b> ARM 115 ARM 119	<b>Location:</b> Yeghegnadzor	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operation Department / OPS unit	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Operations Analysis Officer reports to Operations Team Leader (Ops TL).

### 2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Operations Analysis Office concept;
- To identify and analyse the specific security and/or military dynamics and actors linked to the situation of the Area of Operations;
- To conduct analysis related to safety, security or military threats, analyse possible courses of action; define indicators for potential actions;
- To provide input and draft Mission reports, including special reports;
- To disseminate Operational Analysis products internally within the Mission as directed by the Ops Team Leader and approved by the Head of Operations (HoOPS);
- To contribute to Operational Risk Assessments conducted by the Operations Department, in liaison with the Ops Team Leader;
- To contribute to developing and maintaining operational information working methodology and relevant Standard Operating Procedures;
- To identify, monitor and report on emerging and on-going activities by security actors in the area of operation, and to further develop the Missions 'early warning' capacity on possible threats, in coordination with relevant actors in the Mission;

### 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 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**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

### 5. Essential Knowledge, Skills and Abilities:

- Analytical skills and knowledge of information collection;

- Writing and reporting skills;

**6. *Desirable Qualifications and Experience: Master's degree in any of the fields of Defence and Security, Arms control, or other related fields;***

- Experience in use of analytical IT packages and processes;
- Experience in analysing technical and security related aspects of operations;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of military operations at the level of combined arms operations and joint operations; knowledge of preparation procedures and dispositions of joint or combined arms operations;

**7. *Desirable Knowledge, Skills and Abilities:***

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