

Position Name: Executive Officer to the Chief of Staff	Employment Regime: Seconded	
Ref. Number: UAC 004	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer to the Chief of Staff (CoS) reports to the CoS.

2. Main Tasks and Responsibilities:

- To support the management of the Chief of Staff office;
- To maintain a registry of all official contacts with the Mission;
- To coordinate advice and information provided to the Chief of Staff office by Mission offices and Mission members, as required;
- To ensure close cooperation with the Chief of Staff office and/or other Mission members, drafting plans, directives, Standard Operating Procedures, orders, and instructions to be approved and/or issued by the Head of Mission;
- To coordinate and liaise with relevant Mission components as required;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts on behalf of CoS;
- To serve as the main point of contact for CoS for necessary coordination and following up with EUAM senior management, the EEAS, and other CSDP Missions, as well as with other international organisations and diplomatic Missions;
- To review documents, reports, and letters prepared for signature by CoS in order to ensure quality and accuracy in substance;
- To draft speeches, key messages, talking points, background briefings, papers, and minutes from meetings;
- To replace the HoM's and DHoM's Executive Officers, whenever required;
- To coordinate visits to the Mission and act as a protocol officer of EUAM;
- To ensure follow-up within the Mission of any decisions taken by the CoS and help facilitate the flow of information through maintaining contacts with all Components/Departments and Offices.
- To support the development of tools and procedures for the Mission's internal coordination as instructed by the Chief of Staff.

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:

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

6. Desirable Qualifications and Experience:

- Experience with EU protocol;
- Working experience in an assisting and/or 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 skills.