

Job description for Head of Political, Analysis and Coordination Division

- To lead, manage and coordinate the work and staff of the Division in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To oversee the Division's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements in particular with regard to political and strategic aspects of the mission's mandate implementation;
- To oversee the Division's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Division with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To follow the policy matters pertaining to the Mission mandate implementation and to provide analysis and advice on same to the HoM (Head of Mission), DHOM (Deputy Head of Mission), and Senior Mission Management;
- To advise HoM, DHOM, and Senior Mission Management on political matters relating to or influencing on the Mission and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To lead and support the Mission's activities with the Parliament, including with regard to the legislative drafting, and in view of the implementation of the Mission's mandate;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles as appropriate;
- To coordinate the political input and to review regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate;
- To supervise the Mission's coordination and cooperation activities with local, EU and international counterparts, including to support the Integrated Approach of the EU action;
- To work closely with the EU Delegation to ensure that activities are consistent with an overall EU Integrated Approach;
- To oversee the political contribution to the Mission's Reporting Division in particular in reference to mandatory reporting to EEAS and EU Member States;
- 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.