

## **SECONDED**

<b>Position Name:</b> Deputy Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAH 002	<b>Location:</b> Kyiv	<b>Availability:</b> 01 October 2025
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **1. Reporting Line:**

The Deputy Head of Mission reports to the Head of Mission.

### **2. Main Tasks and Responsibilities:**

- To deputise and represent the Head of Mission (HoM) as required;
- To participate in the development of Mission strategies and policies as well as implementation strategies under the guidance of HoM;
- To participate in the development and overall planning and monitoring of Mission activities and in the development of Mission reports in cooperation with the Chief of Staff (CoS);
- To participate in the implementation of the Mission mandate following up on operational activities with due respect to the core function of the Head of Operations;
- To support HoM in the duty of care of Mission members and contribute as required;
- To support HoM as requested in all aspects of the well and smooth functioning of the Mission, including with regard to supporting functions, with due respect to the core functions of CoS;
- To support the advancement of Human Rights and Gender related aspects with relevant Mission internal and external stakeholders, including civil society actors, in close coordination with the Mission's Human Rights and Gender advisers;
- To support the Mission efforts to coordinate and cooperate with EU representatives (notably EU Delegations, military Common Security Defence Policy (CSDP) Missions and Operations and EU Justice and Home Affairs agencies), Member States and other international actors in line with the integrated approach;
- To support the Head of Mission in delivering strategic communications including targeted work on disinformation;
- To fulfil the role of responsible authority in the framework of the Code of Conduct and take disciplinary decisions in the first instance;
- To ensure Mission Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the training of Mission members;
- To provide instructions and review reports delegated by the Head of Mission;
- 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.

### **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 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 military education or training or an award of an equivalent rank; AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.

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

- Ability to exercise collaborative, sound and effective management and leadership;
- Excellent interpersonal and communication skills, including ability to engage with staff internally and with senior officials, government decision makers and diplomatic community externally;
- Ability to manage, mentor and motivate a professionally diversified / multicultural team;
- Ability to establish, plan, and review priorities;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments.

### **6. Desirable Qualifications and Experience:**

- Master's degree/MBA in management, business administration or other related subjects;
- Professional qualification and/or certificate in management/leadership;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Knowledge of the functioning of the EU, in particular Common Foreign and Security Policy, including CSDP Policy;
- Knowledge of regional political and security situation and developments.