

SECONDED/CONTRACTED POSITIONS

Position: Head of Head of Mission Office	Employment Regime: Seconded/ Contracted	Post Category: Expert
Ref. Number: EK 50003 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Component/Department/Unit: Office of the Head of Mission	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

The Head of Head of Mission's Office reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To lead and manage the work of the Head/Deputy Head of Mission's Office;
- To advise the HoM on all matters related to the execution of the Mission mandate;
- To advise the HoM on the elaboration of policies and measures for the overall direction and management of the progressive transition process of the Mission mandate;
- To summarise information and prepare briefing materials for the HoM;
- To prepare and review correspondence and documentation within the Head/ Deputy Head of Mission Office, including EU Classified Information;
- To accompany the HoM to internal and external meetings, provide readouts, draft minutes and ensure required follow-up;
- To contribute to relevant aspects of press and public information activities;
- To assist in clearance of press releases, public statements and articles;
- To attend internal and external meetings on behalf of the HoM;
- To maintain contact and liaise with external local and international counterparts as delegated;
- To foster relationships with senior Mission management and other relevant staff to ensure a smooth information flow within, from and to the Head of Mission Office and other Mission's units and offices;
- To assist the HoM in clearing Mission reports;
- To contribute to the regular liaison/coordination with CPCC without prejudice to the chain of command.

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 Head of Mission.

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. The qualification should be in the field of Political Sciences, International Relations, Diplomacy or other related field; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/ management level;

5. Essential Knowledge, Skills and Abilities:

- Drafting, reviewing, editing and presentation skills;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy;
- Familiarity with diplomatic protocol.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis or post-conflict areas with multi-national and international organizations.
- Experience in liaising with governmental and rule of law institutions' interlocutors.

7. Desirable Knowledge, Skills and Abilities:

- Direct knowledge of the functioning of the EU and, in particular, CSDP missions and operations.