

<b>Position:</b> Senior Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> EK 50040 Confirmed vacancies: 1 Pending vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Pillar/Department/Unit:</b> Office of the Chief of Staff/ Planning, Reporting and Evaluation Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Reporting Officer reports to the Head of Planning, Reporting and Evaluation Section.

### 2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Mission's area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular update of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meeting reports;
- To produce timely and accurate periodic, special and ad-hoc reports regarding the mandate-relevant operational and political developments and trends;
- To coordinate the activities of the reporting officers, and to provide quality control by reviewing and editing products;
- To take part in developing the Mission's information/data management, analysis and reporting practices, to further developing and improving the Mission's reporting products;
- To deputise for the Head of Planning, Reporting and Evaluation Section as required.

### 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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. at Master's level; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the educational requirements.

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

- Excellent drafting and editing skills;
- Communication and presentation skills;
- Excellent analytical and drafting capability and profound knowledge of information collection and analytical methods;
- Pro-active and innovative approach;
- Client-oriented attitude;
- Political awareness and understanding

**6. Desirable Qualifications and Experience:**

- Experience in research and presentation of research findings to a non-expert audience;
- International experience, particularly in crisis areas with multinational and international organisations;
- The qualification in any of the fields of Project Management, Public Administration or other related university studies.

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

- Understanding of rule of law procedures;
- Knowledge of regional political history and developments;
- Cultural sensitivity and political judgement.