

Position Name: Head of Political, Analysis, Reporting and Communications Department	Employment Regime: Seconded	
Ref. number: GEO PD 01	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Political, Analysis, Reporting and Communications Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Political, Analysis, Reporting and Communications Department reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To supervise and manage the Political, Analysis, Reporting and Communications (PARC) Department, its sections and staff, to coordinate the work within the Department and with other Mission Departments functions, and to provide overall guidance and ensure quality control;
- To ensure quality control of the Mission's external reporting before submission to HoM for final approval;
- To provide political and strategic advice to the Head of Mission (HoM) on issues within the Department's responsibility, in particular on the Mission's overall planning, on mandate-relevant political issues, strategic communication, and on the Mission's reporting to EU policy makers;
- To represent the Mission in external events and meetings, as instructed by HoM or CoS;
- To liaise, and coordinate as needed, with the EU family in Georgia, and, through CPCC, with relevant EU actors and EU Members States' representatives in Brussels, as necessary;
- To follow closely political developments in Georgia, including in Abkhazia and South Ossetia, and in the wider region, and to maintain regular contact with key stakeholders;
- To advise the HoM and Senior Management team on all political matters relating to the Mission and its mandate;
- To conduct, in consultation with HoM and other relevant Mission Members, long and short-term planning for the Mission's reporting cycle and analytical needs;
- To define critical information requirements needed for the Mission's reporting, in close cooperation with HoOps;
- In line with HoM/DHoM and CoS instructions, to help to design, develop and implement new policies within the framework of the Mission's mandate.
- To ensure quality control of internal / external reporting products and other papers / briefs;
- To assume the responsibility of budget line holder for funds administered by the Department;
- To assume responsibility for the management of contracts relevant to the Department's tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending actions that may arise due to breach of contract, etc.;

- To participate in meetings of and contribute to the work of the Mission's Senior Management Team.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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 or/and military education or training or an award of an equivalent rank;
AND
- A minimum of 6 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Strong analytical background combined with excellent political awareness and judgement;
- Experience to engage with senior officials/ governmental level decision makers;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to manage concurrent activities and to make certain all deadlines are met;
- Clear and concise drafting, report writing and editing skills;
- Presentation skills;
- Ability to acquire useful information from a variety of sources;
- Diplomacy and tact, negotiation and decision-making skills;
- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment;
- Good knowledge of the European Union Policies and Institutions in particular Common Foreign and Security Policy (CFSP) and Common Security and Defence Policy (CSDP);
- Excellent level of English, both written and spoken.

6. Desirable Qualifications and Experience:

- Senior management experience in an international organisation operating in a conflict or post conflict situation;
- Master's degree in management or other related subjects, or

international/national certificate/diploma in management/leadership;

- Experience in strategic analysis, planning, reporting and drafting as well as a sound understanding of strategic and operational considerations;
- Experience of cross cutting themes such as human rights and gender.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language(s)