

Position Name: Deputy Head of Political, Analysis, Reporting and Communications Department	Employment Regime: Seconded	
Ref. Number: GEO PD 02	Location: Tbilisi	Availability: 01 April 2023
Component/Department/Unit: Analytical Reporting and Outreach Department / Head of PARC Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Political, Analysis, Reporting and Communications Department reports to the Head of Political, Analysis, Reporting and Communications Department (HoPARCD).

2. Main Tasks and Responsibilities:

- In support of and in close coordination with the HoPARC, lead and manage the department, its sections, and staff, through an inclusive, forward-looking and strategic approach;
- Ensure and drive an effective coordination, delivery and development of PARC procedures and products;
- Supervise, guide and act as final quality assurance authority for PARC reports and briefings;
- Coach and guide new department staff, support sections and colleagues in their work, and contribute to a positive, collaborative work atmosphere;
- Liaise and coordinate with other stakeholders and colleagues inside and outside of the Mission, in particular with the EU Delegation and the EUSR's office;
- Define, oversee and maintain the PARC information requirements for the Mission Information Collection Plan;
- Provide political and strategic advice to the Head of Mission (HoM) and Deputy Head of Mission/Chief of Staff (DHoM/CoS);
- Advise and support the Head of PARC on matters relating to analytical reporting, political and outreach issues;
- Deputise the Head of PARC in her absence from the Mission or whenever tasked to do so by the HoPARC.

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; The qualification should be in any of the domains of Political studies, Public Policy, Law, Diplomacy, Security studies or another related field; AND
- A minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at a management/coordination level, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Drafting, report writing and editing skills.
- Ability to mentor and motivate staff;
- Ability to work independently and to take initiatives;
- Ability to work under pressure and with a flexible approach;
- Ability to manage and coordinate a diversified team;
- Communication and presentation skills;
- Ability to plan, organise and prioritise her/his work, including adhering to deadlines.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and/or international organisations;
- Training or education in management/leadership skills;
- Experience in mentoring and motivating staff;
- Experience with gender mainstreaming;
- Analytical background combined with excellent political awareness and judgement.

7. Desirable Knowledge, Skills and Abilities:

- Diplomacy and tact, negotiation and decision-making skills;
- Ability to acquire useful information from a variety of sources;
- Knowledge of the European Union policies and institutions, particularly CFSP and CSDP;
- Knowledge of Russian and/or Georgian language(s).