

SECONDED POSITIONS (13)

Position Name: Deputy Head of Mission	Employment Regime: Seconded	
Ref. Number: NI 02	Location: Niamey	Availability: 08 Mar 2021
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Invited Third States: No

1. Reporting Line:

The Deputy Head of Mission reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP) in consultation with the Chief of Staff;
- To deputise for the HoM in his/her absence;
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To ensure that all Mission activities are consistently planned, supported and executed according to Head of Mission's directions (quality control);
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC;
- To act as the primary interlocutor at senior management level for the Local Staff Committee;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline;
- To undertake any other related tasks, as requested by the HoM.

3. Mission Specific Tasks and Responsibilities:

- To contribute to the overall planning of the Mission activities in the field of civilian Security Sector reform;
- To supervise specific projects designated by the HoM and report on a regular basis progress, risks and impact of these projects to the HoM To contribute to the induction training of Mission staff, as required;
- To support the HoM in the duty of care of Mission staff.

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 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level;
- Experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.

5. Essential Knowledge, Skills and Abilities:

- Capacity to lead and oversee a Mission with staff members of different professional backgrounds;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Knowledge of diplomatic protocol;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.
- French language skills: minimum level C1 (Proficient User);
- English language skills: minimum level C1 (Proficient User).

6. Desirable Qualifications and Experience:

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Experience in Africa and or Sahel region.