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|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------|
| <b>Position Name:</b><br>Operations Team Leader                                                            | <b>Employment Regime:</b><br>Seconded               |                                              |
| <b>Ref. Number:</b><br>GEO MT 05                                                                           | <b>Location:</b><br>Mtskheta                        | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Field Office Mtskheta/Operations<br>Section | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

The Operations Team Leader reports to the Head of Field Office (HoFO).

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the Field Office (FO) Operations Team, including the FO Watchkeeping Capacity;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To conduct quantitative and qualitative analysis of the operational activities, in particular progress and/or lack of progress, including updating of the MIP;
- To elaborate timely and accurate, periodic ad-hoc reports, as well as written reports as requested;
- To oversee the planning, tasking and implementation of team's activities and the allocation of resources for the completion of the operational objectives;
- To co-ordinate training activities, as applicable;
- To facilitate the communication and brief the team regularly to keep them informed and updated on ongoing developments;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To maintain and update relevant Standard Operating Procedures;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. Mission Specific 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 6 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. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

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

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

- Ability to drive vehicles with manual transmission on rough terrain;
- Ability to acquire, analyse and manage information from a variety of sources;
- Basic understanding of topographic maps, colours, symbols and scales;
- Excellent English language skills.

**6. Desirable Qualifications and Experience:**

- Experience of working with civil society;
- International experience, particularly in crisis areas with multinational and international organisations.

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

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