

Position: Reporting Officer	Employment Regime: Seconded	
Ref. number: LIBHM08	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Reporting Officer reports to the Chief of Staff.

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 Missions' 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 updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- To contribute to the collection of the Mission's lessons learned observations;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To design and implement a Mission-wide reporting system and procedures.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 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; AND
- A minimum of 4 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience: N/A

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic is an advantage.