

Position Name: Head of Strategic Advisory Unit / Senior Strategic Adviser	Employment Regime: Seconded	
Ref. Number: ARMP 10*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of the Strategic Advisory Unit / Senior Strategic Adviser reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To coordinate the work of staff in the field of improving the preparedness and resilience of Armenian crisis management structures, enhancing inter-institutional coordination and promoting a whole-of-government approach against hybrid threats;
- To oversee the Unit's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Unit's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To support authorities in development of national strategies and action plans on countering hybrid and cyber threats;
- To advise on national crisis coordination frameworks against hybrid threats as well as improvement of cross-sectoral response;
- To support the development of the local authorities in the field of Civilian Security Sector Reform, in view of building preparedness and resilience against hybrid threats;
- To advise authorities in the development and operationalisation of whole-of-government and whole-of-society frameworks against hybrid threats;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- 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. 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;

AND

- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/ management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of policy frameworks on resilience and preparedness against hybrid threats;
- Knowledge of framework and protocols for inter-institutional coordination, information-sharing and intelligence-fusion.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic advice and analysis in a governmental agency or equivalent planning and reporting as well as a sound understanding of strategic and operational considerations;
- Knowledge of EU and/or national policy frameworks on resilience and preparedness against hybrid threats;

- Understanding of tactics, techniques and procedures (TTPs) employed by hybrid threat actors;
- Experience in national crisis management, inter-institutional coordination;
- International experience, particularly in crisis areas with multinational and international organisations or in an embassy.

7.Desirable Knowledge, Skills and Abilities:

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