

**TERMS OF REFERENCE  
Operational Assistant**

**Eligibility criteria:**

1. Have fulfilled the obligations imposed on him/her by the laws of their home country concerning military service (where applicable);
2. Have a good command of English language;
3. Not have a criminal record;
4. Not have any criminal procedure initiated against him/her;
5. Not be a close relative - by blood, marriage or cohabitation - with any of the members of the SELEC Management.

**General requirements:**

1. Be a national of one of the SELEC Member States, enjoying full rights as a citizen;
2. Be a member of a Law Enforcement Authority in one of the SELEC Member States;
3. Have a level of education corresponding to a university degree, attested by a diploma;
4. Have minimum five (5) years professional experience;
5. Have good computer skills.

**Specific skills and competencies:**

1. Have the ability and experience in preparing clear and comprehensive activity and annual reports, invitations, situations a/o;
2. Have knowledge of drafting, developing and implementing projects for attracting external SELEC financial resources;
3. Have good communication and organizational skills;
4. Have a keen eye for detail with the ability to maintain standards of accuracy;
5. High ethics profile;
6. Experience working in an international environment shall be an advantage.

**Job Description:**

Under the authority of the Director for Operations, the Operational Assistant shall:

1. Prepare the planning/schedule of the SELEC's operational activities in close cooperation with the Director for Operations, and the Task Force Coordinators and Managers;
2. Support the activities of the Operational Directorate;
3. Support the activities of the Liaison Officers;
4. Support joint investigations on criminal cases initiated by Member States;
5. Draft the Annual Activity Report of SELEC, and all other operational reports;
6. Participate in the drafting and implementation of the SELEC Annual Action Plan, with regard to its attributions;
7. Keep track of the operational activities of SELEC and inform the Director for Operations;
8. Organize and support the logistics for meetings and other events arranged by SELEC;
9. Participate in the drafting, development and implementation of projects;
10. Ensure relations with the Liaison Officers, member countries' authorities, Operational partners, Observers, associated organizations and institutions;
11. Administrate the documents related to the operational activities;
12. Ensure the translation of the documents, when deemed necessary;
13. Support the Public Relations activities of SELEC;
14. Receive, register, transmit and archive the official correspondence of the Operational Directorate;
15. Perform any other tasks assigned by the Director General and/or Director for Operations, within its field of competence.