

	<b>SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER SELEC</b>
<b>TERMS OF REFERENCE FOR OPERATIONAL OFFICER</b>	

**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;
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 very good computer skills.

**Specific skills and competencies:**

1. Have the ability and experience in preparing clear and comprehensive activity and annual reports, invitations, letters, situations a/o;
2. Have good communication and organizational skills;
3. Have a keen eye for detail with the ability to maintain standards of accuracy;
4. High ethics profile;

5. Experience in drafting, developing and implementing projects for attracting external financial resources shall be considered a strong advantage and an additional asset;
6. Experience working in an international environment shall be an advantage.

**Job Description:**

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

1. Plan and schedule 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 the operational activities developed in the framework of SELEC (*i.e* joint investigations, operational meetings, regional operations, a/o);
5. Prepare the parts of Annual Activity Report with regard to operational activities;
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 organized by SELEC;
9. Provide support for drafting, development and implementation of projects;
10. Ensure relations with/among the Liaison Officers, member countries' authorities, partners, associated organizations and institutions;
11. Administrate the documents related to the operational activities;
12. Provide support to the Public Relations activities of SELEC;
13. Receive, register, transmit and archive the official correspondence of the Operational Directorate;
14. Perform any other tasks assigned by the Management, within its field of competence.