

JOB DESCRIPTION

POSITION:	RFA Analyst
LOCATION:	EU
REGION:	Europe / MENA / As required

The **Request For Assistance (RFA) Analyst** works within CIJA's dedicated RFA Unit, which responds to information requests from external parties. Working under the direct supervision of the Deputy Chief of Investigations and with oversight from the Director of Operations and Investigations, the RFA Analyst will coordinate with other team members in the research, analysis, and formulation of a professional response to each RFA received. The RFA Analyst will also conduct a variety of research projects related to individuals and entities identified in CIJA briefs, evidence holdings, and OSINT holdings. They shall be responsible for preparing reports, presentations, spreadsheets, charts, maps, diagrams and graphs, and will collaborate with others to produce a variety of specialised studies as directed.

KEY RESPONSIBILITIES:

Under the direct supervision of the Deputy Chief of Investigations and general supervision of the Director of Operations and Investigations , the RFA Analyst will:

- Assist the Deputy Chief of Investigations in replying to RFAs from a variety of sources;
- Evaluate and assess existing information held within CIJA's evidentiary and informational databases;
- Identify and collect open source data to support multi-Intelligence fusion analysis in a collaborative environment;
- Conduct detailed searches on items of operational and case interest, including asset tracing and individual geo-location tracking, and relay pertinent data to relevant external parties when instructed;
- Conduct complex research as tasked;
- Contribute to resource planning and support resource utilisation of the RFA Unit;
- Assist in the systematic review and evaluation of large collections of documentation;
- Contribute to the design of standard methods and formats for analytical and investigative processes;
- Draft English language reports on matters related to the above;
- Perform related field duties and other analytical tasks as required;
- Maintain confidentiality of all RFA and divulge such information only to individuals cleared by the Deputy Chief of Investigations or Director of Operations and Investigations;
- Provide briefs – as tasked – to visiting delegates, CIJA clients and other stakeholders;
- Other duties as required.



REQUIREMENTS:

Education

Master's degree in business, political science, law, social sciences or equivalent in relevant work experience. A first level degree with sufficient relevant work experience may be accepted in lieu of a graduate degree.

Professional skills

- Thorough understanding of open source research, its limitations and ambiguities, and very good skills in using available search tools and engines;
- Ability to draft good, accurate, and concise English language text;
- Ability to work with structured data, including but not limited to Microsoft Excel;
- Knowledge of MS office suite programs;
- Knowledge of analytical/legal software (e.g., CaseMap, Maltego, i2) desired.

Languages

- Excellent command of written and spoken English and Arabic is required.

Other skills

- Ability to prioritise and execute given tasks in a timely and efficient manner;
- Ability to work in a flexible and constructive team and to assist in defining data requirements for various parts of the investigation;
- Ability to legally work in the EU.

PROCEDURE:

Please send a cover letter and CV to hr@cijaonline.org. Applications will be accepted on a rolling basis.