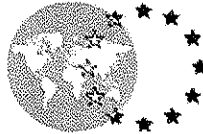


EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union Monitoring Mission in Georgia
(EUMM Georgia)**

Advertisement for EU staff members

Organisation:	EUMM Georgia			
Job Location:	Georgia			
Availability:	As indicated below			
Staff Regime:	As indicated below			
GEO Job Titles/Vacancy Notice:	Ref.	Name of the post	Nr of positions	Available on
	<u>Seconded/Contracted (1)</u>			
	GEO AP 01	Chief Procurement	1	ASAP
	<u>Seconded (4)</u>			
	GEO OP 04	Human Rights Adviser/ Field Office Coordinator	1	ASAP
	GEO OC 02	Planning and Conduct Officer	1	ASAP
	GEO OR 04	Reporting Officer	1	ASAP
	GEO SE 12	Information Security Officer	1	ASAP
ASAP refers to deployments not later than 31 May 2012				
Deadline for applications:	25 April 2012			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC: e-mail: cpcc.cfc@eeas.europa.eu katarina.grape@ext.eeas.europa.eu			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member States will be considered. Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council document 7291/09 (10 March 2009).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract⁽¹⁾. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Financial Statement, the duration of the deployment should be of 12 months.

In general and subject to national procedures for secondment, the standard tour of duty/contract period of Mission personnel should be no less than 12 months with the possibility of extension.

The Civilian Planning and Conduct Capability, requests that Member States propose candidates for the following international expert positions for EUMM Georgia, according to the requirements and profiles described below:

A. Essential requirements

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups

⁽¹⁾Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

Computer Skills – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of Georgia – To have a good knowledge of the history, culture, social and political situation of the country. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language skills – knowledge of Georgian and Russian will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities.

Visas – Member States and Mission Members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU CONFIDENTIAL or equivalent, unless specified EU SECRET or equivalent in the job description) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license (desirable).

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The General Secretariat encourages Member/Contributing States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member/Contributing State will bear any related costs.

Information on the outcome – Member States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

E. Job descriptions

Seconded/Contracted

Chief Procurement Officer (GEO AP 01)

(1 position)

Security Clearance Level: EU Confidential

Proposed deployment date: ASAP

The Chief Procurement Officer reports to the Head of Administration and Finance

Main tasks

- Manages the procurement activities of the Mission in an ex post financial management mode (subject to the European Commission's approval)
- Assists and advises the chain of command on all planning, contracting and procurement issues
- Leads, develops, manages and co-ordinates the CFSP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EU legislation and regulations as well as the relevant internal SOPs
- Uses legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations
- Liaises with other relevant entities (including but not limited to other CSDP missions) as necessary
- Develops professional relationships and work partnership with European Commission in the field of contracting and procurement for the mission
- Provides assistance to the mission members related with all contracting and procurement matters
- Undertakes any other procurement-related tasks as required by the Head of Administration and Finance

Qualifications and experience

- University degree in Law, Public Administration, Business Administration or equivalent
- A minimum of 7 years of professional experience at middle and upper level management in contracting and procurement related matters and 15 years of overall professional experience
- Good working knowledge of MS Word, Power Point and Excel software
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations

- Experience in financial management of tendering processes and audits, preferably including EU procedures
- International experience, particularly in crisis management (desirable)

Seconded

Human Rights Adviser/Field Office Coordinator (GEO OP 04)

(1 position)

Security Clearance Level: EU Confidential
Proposed deployment date: ASAP

The Human Rights Adviser/Field Offices Coordinator reports to the Head of Operations

Main Tasks

The Human Rights Adviser/FO Coordinator, in his dual functions and placed in the Department of Operations, will work *inter alia* on:

- Providing advice at the mission's political level, to HoM, DHOM, HoOPS, Political Advisers and Liaison Officers on mandate relevant issues pertaining to human rights, international humanitarian law and international criminal law;
- Providing advice and guidance to the Field Offices Chiefs on developing, implementing, monitoring and evaluating the mission's strategy on human rights and human security issues;
- In coordination with other relevant partners and in line with the mission's mandate, analysing the human rights and international humanitarian, international criminal law, and national criminal law situation in Georgia and identifying possible areas of improvement;
- Designing and providing periodic specialized in-mission training such as workshops on human rights and international humanitarian and international criminal law, and national criminal law;
- Liaising with the human rights monitors in the Field Offices and serving as a focal point in the mission;
- Ensuring the inclusion of human rights monitoring, analysis and regular and systematic reporting in the operational duties of EUMM Georgia;
- Collecting and disseminating information on human rights, international humanitarian law, international criminal law, and national criminal law;
- Liaising and co-operating with relevant local (*inter alia*, the Ombudsperson/Public Defender for Georgia, the HR Units within the Ministries,) and international counterparts (*inter alia*, ICRC, ICC, OHCHR, UNHCR, UNDP) in the broader Rule of Law area (Judiciary, Police and Customs) on human rights and international humanitarian and criminal law issues;
- Following-up and advising on arrests and the conditions of detention, pertaining to the mission's mandate and in line with international standards;
- Following-up and advising on synergy of effort regarding EC and bilateral human rights projects as relevant to the mandate of the mission;
- Promoting of EU policy on Human Rights, Gender, Children and Armed Conflict, International Humanitarian Law, Transitional Justice, Standards of Behavior,

Protection of Civilians and Civil Society (included in the 2008 Compilation of Documents on Mainstreaming, Human Rights and Gender into CFSP) (Ref. AF);

- Providing guidelines to Field Offices on how to follow cases of alleged human rights violations and give advice on appropriate follow-up actions;
- Assisting Field Offices monitors on the use of overt tactics, handling information of human rights violations and guide that appropriate actions are taken;
- Assisting in the establishing of working relationships with relevant local and international organizations operating in the AOR of their respective Field Offices, to facilitate the mutual exchange of information, thus allowing effective co-ordination and cooperation between the actors;
- Provides guidelines and templates to Field Offices to produce periodic reports concerning information on human rights violations, and initiate appropriate analyses and action;
- Preparing periodically special reports on Human Rights issues, and, carrying out any other Human Rights related activity as requested by HOM, DHOM and HoOPS

Qualifications and experience

- University degree in Law, Public Administration, or equivalent
- A minimum of ten years of professional experience
- Previous mission experience from post-conflict societies in the Region, and, experience from assignments with International HR organizations is an asset.

Planning and Conduct Officer (GEO OC 02)

(1 position)

Planning and Conduct Officer report to the Chief of Planning and Conduct Officer

Security Clearance Level: EU Confidential
Proposed deployment date: ASAP

Main Tasks

- Help in developing and updating operational plans and Standard operating procedures
- Assists the Mission chain of command in the conduct of the mission
- Identifies potential future tasking for the mission, utilizing existing data from the mission's activities, and identified significant future events
- Manages the Mission Implementation plan processing information provided by FOs and analyzing and promulgating conclusions
- Develops operational strategies to help adapt the monitoring tasks to possible political and security developments
- Assesses the performance of the monitoring teams in implementing the mandated tasks and propose improvements or adjustments to the Chief planning and conduct
- Assists the HQ reporting officers in the analysis and assessment of the situation and reports from the field locations
- Identifies possible gaps and shortages in the implementation of the mission mandate and recommend improvements to the Chief planning and conduct
- Coordinates the planning and conduct activities with the other HQ operational components
- Undertakes any other tasks as required by the Chief Planning and Conduct

Qualifications and experience

- University degree in Social Sciences, Business Administration, Economy, Law, Public Administration, or equivalent academic or professional or military training relevant to management level required.
- At least 5 years of progressive professional experience civilian program/project management or in Police or Military Service with broad professional experience preferably in HQ position.
- Ability to work on planning, concept and strategy
- Proactive approach and ability to interact within an international environment
- International experience desirable, particularly in crisis areas with multi-national and international organizations

Reporting Officer (GEO OR 04)

(1 position)

Security Clearance Level: EU Confidential

Proposed deployment date: ASAP

The Reporting Officer reports to the Chief of Information/Reporting Officer

Main Tasks

- Gathers and analyses information from across the Mission AoR, from Field Office reports, other HQ departments and open sources, in order to maintain up-to-date knowledge of the situation
- Drafts the Mission's reports for EU institutions in Brussels and Member State capitals, working to tight deadlines and guidelines
- Delivers regular presentations and briefings to Mission staff, diplomatic community in Tbilisi and external visitors up to Ministerial level
- Identifies informational needs and contributes to the planning of information gathering. *Manages large amounts of information: checking, compiling and analyzing reports received*
- Maintains working relationships with the Field Offices and across the Mission's departments to ensure effective information flow
- Undertakes any other tasks required by Chief of Information/Reporting Officer.

Qualifications and experience

- University degree or equivalent training and experience in relevant field of specialization.
- Five years or more of professional experience from similar assignments
- Proven analytical capacity, political awareness and judgement
- Excellent interpersonal, communication and drafting skills, self-driven and ability to work in a methodical manner
- High level of computer literacy
- A broad understanding of the multi-dimensional aspects of conflict management and/or knowledge of the region would be an asset

Information Security Officer (GEO SE 12)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: ASAP

The Information Security Officer reports to the Senior Mission Security Officer (SMSO)

Main Tasks

- Develops and ensures application of relevant Standard Operating Procedures for secure information handling, in accordance with the provisions of the Council Security Regulations.
- Assumes responsibilities as the EUCI Registry Officer for EUMM
- Maintains and updates Personal Security Clearances (PSC) and will be the Member States Point of Contact (POC) on behalf of EUMM in administering the issuances of certificates
- *Provides input and assessment of existing and future IT infrastructure and application architecture from a security perspective*
- Is Mission focal point for information security compromise or suspicion of compromise.
- Liaises in conjunction with the SMSO, the Chief of CIS and with the EEAS Security Office for information security issues and especially in case of incident.
- Assists the SMSO in developing and ensuring the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems
- Assists the SMSO in his functions as Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks which may include:
 - Ensuring registration of accountable security items (crypto devices, smartcard, keys, etc).
 - Ensuring protection of accountable security items.
 - Ensuring secure transfer of accountable security items.
 - Informing immediately the GSC Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise.
- Verifies periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements).
- Reports to the Senior Mission Security Officer for IT security incidents.
- Assesses any change to the IT systems (especially the Mission RESTRAINT UE LAN and Pre-DEUS) from a security perspective.
- Develops awareness with regard to IT security for the Mission staff.
- Undertakes other related tasks as requested by the SMSO.

Qualifications and experience

- A degree in a relevant field or relevant work experience
- Proven ability to provide technical leadership for IT security
- Extensive practical knowledge of current developments in information technology, networks and systems including standards, protocols, architectures and legislation and their relationship to matters of security
- Experience in design of IT Technical Architecture
- Good technical drafting and reporting skills in English
- Experience with network security auditing tools and procedures
- Creative planning and problem solving skills in the management of complex projects, time management and team skills with a focus on quality service in a limited resource environment
- Professional capability to conceptualize develop and review services, guidelines and policies
- Excellent interpersonal and communication skills, demonstrated by an ability to deal with people at all levels
- International experience, particularly in crisis areas with multi-national and international organizations.