

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 (2)</u>			
	GEO AH 02a	Human Resources Management Officer	1	ASAP
	GEO AC 05	CIS Officer - Database Administrator	1	ASAP
	<u>Seconded (73)</u>			
	GEO HI 01	Chief Press and Public Information Officer	1	21.01.2013
	GEO HI 02	Press and Public Information Officer	1	26.03.2013
	GEO OP 05	Gender Adviser	1	23.02.2013
	GEO OC 03	Planning and Conduct Officer	1	ASAP
	GEO OW 03	Watchkeeper	1	10.02.2013
	GEO OW 05	Watchkeeper	1	20.03.2013
	GEO OW 07	Watchkeeper	1	22.03.2013
	GEO OR 05	Reporting Officer	1	16.02.2013
	GEO OE 03	Capacity Enhancement Officer	1	31.01.2013
	GEO OE 02	Capacity Enhancement Officer	1	14.02.2013
	GEO ZO 01	Field Office Chief	1	ASAP
	GEO ZO 02	Deputy Field Office Chief	1	14.03.2013

GEO ZO 10	CIS Officer	1	22.03.2013
GEO ZM 01	Monitor	22	ASAP
GEO ZM 04			29.04.2013
GEO ZM 05			26.03.2013
GEO ZM 07			16.03.2013
GEO ZM 08			15.03.2013
GEO ZM 09			14.02.2013
GEO ZM 11			16.03.2013
GEO ZM 13			ASAP
GEO ZM 14			16.01.2013
GEO ZM 20			22.03.2013
GEO ZM 21			10.02.2013
GEO ZM 22			15.01.2013
GEO ZM 29			22.03.2013
GEO ZM 33			ASAP
GEO ZM 34			22.03.2013
GEO ZM 35			06.02.2013
GEO ZM 40			06.02.2013
GEO ZM 47			ASAP
GEO ZM 49*			ASAP
GEO ZM 50			29.04.2013
GEO ZM 52			ASAP
GEO ZM 56			16.01.2013
GEO GO 12	CIS Officer	1	09.01.2013
GEO GM 05	Monitor	21	07.02.2013
GEO GM 13			29.04.2013
GEO GM 14			26.03.2013
GEO GM 18			ASAP
GEO GM 20			09.01.2013
GEO GM 23			10.02.2013
GEO GM 26			ASAP
GEO GM 29			30.04.2013
GEO GM 38			26.03.2013
GEO GM 40			18.04.2013
GEO GM 41			09.01.2013
GEO GM 46*			12.02.2013
GEO GM 49			14.03.2013
GEO GM 58			16.04.2013
GEO GM 61			10.02.2013
GEO GM 68			29.04.2013
GEO GM 70			10.02.2013
GEO GM 71			15.01.2013
GEO GM 72			29.04.2013
GEO GM 74			10.02.2013
GEO GM 77			10.02.2013
GEO MM 02	Monitor	16	10.02.2013
GEO MM 08			29.10.2012
GEO MM 09			15.03.2013
GEO MM 13			03.02.2013

	GEO MM 15*	09.01.2013
	GEO MM 22	22.03.2013
	GEO MM 23	15.01.2013
	GEO MM 24	29.04.2013
	GEO MM 25	29.04.2013
	GEO MM 26	22.03.2013
	GEO MM 27	04.04.2013
	GEO MM 30	15.01.2013
	GEO MM 32*	26.04.2013
	GEO MM 36	10.02.2013
	GEO MM 37	ASAP
	GEO MM 47	30.04.2013
ASAP refers to deployments not later than 08 January 2013		
* The post's availability is subject to the pending answer on an extension request		
Deadline for applications:	21 November 2012	
E-mail address to send the Job Application Form/CV:	<u>cpcc.eummgeorgia@eeas.europa.eu</u>	
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC: e-mail: <u>cpcc.cfc@eeas.europa.eu</u> <u>katarina.grape@ext.eeas.europa.eu</u>	

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.

⁽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.

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 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 an 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

Human Resources Management Officer (GEO AH 02a)

(1 position)

Security Clearance Level: EU Confidential

Proposed deployment date: ASAP

Post category: Mission support staff - Management level

The Human Resources Management Officer reports to the Chief Human Resources Management Officer

Main tasks

- Carries out assignments in management and co-ordination of all human resources related issues
- Applies human resources policies and procedures
- Advises in the preparation of job descriptions
- Implements the selection staff policies and processes job applications as per the CPCC rules.
- Maintains records related to the staff selection
- Participates in selection panels as directed by the Chief Human Resources Management Officer
- Maintains duty rosters and databases as appropriate
- Advises in the development of Standard Operating Procedures
- Advises in preparing and managing deployment of personnel, letters of appointment, contracts, reassignments, redeployments, termination of employment, attendance records, duty rosters, high risk cover, and all relevant finance related issues
- Advises in identifying needs of goods and/or services specifically required for his/her area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services
- Undertakes any other related tasks as required by the Chief of Unit.

Qualifications and Experience

- University degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training
- To have a minimum of 5 years of management experience, with professional experience, in legal, administrative and operational aspects of human resources and training

- Held a position in a HR Department
- International experience, particularly in crisis areas with multi-national and international organizations (desirable)
- Skilled to operate databases and Office Suite
- Excellent level of written and spoken English.
- Knowledge of Georgian and/or Russian would be an asset.

CIS Officer/Database Administrator (GEO AC 05)

(1 position)

Security Clearance Level: EU Secret

Proposed deployment date: ASAP

Post category: Mission support staff - Management level

The CIS Officer reports to the Chief CIS Officer

Main tasks

- Assists Chief CIS Officer on all Communication, Information Systems and Database issues.
- Assists in the development of a communications and network plan for the mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the mission.
- Works closely with other departments within the mission to support development of the Information Knowledge Management System (GIS/Database system).
- Maintains and administers complex MySQL and MS SQL database systems.
- Maintains the Mission's software applications (web-based and/or desktop).
- Identifies needs and defines application/database requirements, organize and implement user training, troubleshoot problems and assist with change requests.
- Maintains all Server, workstation, network and communications systems in use in the Mission with an emphasis on preventative maintenance.
- Assists in the implementation of Information Security policy in the Mission.
- Assists in the identification, establishment and maintenance of a secure radio, computer, and satellite and telephone communications system in support of the mission.
- Assists in the coordination of the number, technical specifications and location of the telecommunications equipment required for the personnel to perform their duties.
- Installs specific available telecommunication systems, software and/or equipment as required.
- Assists in the preparation of the Data Risk Map and the Data Recovery Plan for the EU supported systems, in agreement with the Master Plans.
- Assists in keeping accurate, detailed and updated inventory of the hardware and software distributed Mission wide, under the direction of the Chief CIS Officer.
- Ensures the security of information in theatre according to Council Security regulations.
- Undertakes any other job-related tasks as required by the Chief CIS Officer.

Qualifications and experience

- University degree in Communications or Technical Specialization in Engineering, Communications or equivalent combination of education, training and practical experience (programmer/analyst experience is an asset).

- A minimum of 5 years of experience in information and communication technology management with good knowledge in supplies ordering/acquisition and procurement tenders and 2 years of experience in a managerial position.
- Knowledge of Web design/programmer skills with experience in IIS Server/ Apache Server, php, html, Ajax, javascript.
- Experience in database installation and support for MySQL and MS SQL Server platforms and database programming skills.
- Strong theoretical background and experience in information technology and management, particularly in hardware equipment.
- Ability to draft procedures for the use and management of computer systems and networks.
- System administrator with experience in the Microsoft Environment, Server 2003 / 2008, Exchange 2010 etc. would be an advantage and preferably with a relevant and official certificates.
- Extensive knowledge of hardware specifications and performances.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

Seconded

Chief of Press and Public Information Officer (PPIO)/Spokesperson (GEO HI 01)

(1 position)

Security Clearance Level: EU Confidential
Proposed deployment date: 21.01.2013

The Chief PPIO/Spokesperson reports to the Head of Mission.

Main tasks

- Manages and supervises the Press and Public Information Unit (PPIU).
- Advises the Head and Deputy Head of Mission, plus other key staff as necessary on media and public information issues
- Acts as the main spokesperson for the Mission
- Drafts press releases, public statements, articles, and features and co-ordinates and supervises and where necessary conducts press conferences, briefings and other media and public outreach events
- Designs, creates and maintains an effective Mission website
- Be responsible for all the contract/tender/designs for PPIU visibility items and the PPIU budget and procurement processes
- Be responsible for the media aspects of high level official visits and to co-ordinate and supervise arrangements for visiting journalists/media
- Manages the media aspects of the changing nature of the Mission, providing relevant advice and guidance as necessary.
- Creates and promotes positive communication and information campaigns to support and explain the Mission to local, regional and international audiences
- Be responsible for the production of the daily media monitoring and its dissemination internally through the Mission.
- Co-ordinates and supervises internal communications throughout the Mission
- Be the link on communications and public information with the office of the High Representative for Common Foreign and Security Policy
- Be the link on communications between the CFSP Mission, the Council Press Office the EC Delegation in Georgia and the EUSR's Press Office
- Analyzes the public impact of the Mission's activities and the effectiveness of the Mission's public outreach work.
- Meeting all relevant requirements foreseen in SOP on delegation of approval authority and be responsible for proper and efficient control of Press and Public Information Unit related commitments and expenditures covered in the said delegation of approval authority:

- Is responsible for relevant budget lines and control of related commitments and expenditures
- Is responsible for the management of contracts relevant to the Unit tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending penalties that may arise due to breach of contract, etc.
- Is responsible for day to day running of the Unit including supervision of personnel, leave scheduling, performance evaluation and professional conduct.
- Undertakes any other work related tasks as required by the Head of Mission.

Qualifications and experience

- University degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related field.
- Minimum of 10 years of professional experience, including 5 years of management experience.
- Excellent oral and writing skills in English
- Very good interpersonal skills.
- Deep understanding of the political situation in Georgia and working experience in the Caucasus is highly desirable.
- Knowledge of EU Civilian Crisis Management and previous CFSP experience desirable
- Experience from diplomacy, negotiations and field work in international organizations (desirable).
- Knowledge of procurement and budgetary process (desirable).
- Knowledge of the local languages will be an asset.

Press and Public Information Officer (GEO HI 02)

(1 position)

Security Clearance Level: EU Confidential
Proposed deployment date: 26.03.2013

The Press and Public Information Officer reports to the Chief of PPIU/Spokesperson

Main tasks

- Assists the Chief PPIU in advising the HoM, Deputy HoM and other key staff on communications and information issues, including organizing interviews and other media events
- Creates and promotes positive communication and public information campaigns to explain the work and role of the mission.
- Handles press calls
- Organizes briefings on the Mission for visiting journalists arranges with Field Offices for them to accompany patrols
- Assists in co-coordinating the media for high level official visits, including obtaining photos and writing stories for the website and internal newsletter, editing the internal newsletter and the website
- Organizes all the contract/tender/designs for PPIU visibility items and oversees the PPIU budget and procurement processes
- Drafts press releases, statements, articles and features
- Writes articles and features for the website and internal newsletter
- Writes regular reports for Brussels
- Writes and designs public information leaflets and factsheets
- Works with Field Offices to arrange and co-ordinate public outreach events and activities
- Works to ensure an effective internal information flow throughout the Mission
- Assists in conducting and co-coordinating press conferences.
- Assists in analyzing the public impact of the effectiveness of the Mission's activities.
- Ensures that the daily media monitoring is effectively distributed throughout the Mission.
- Ensures that Mission staff is effectively briefed on media handling issues, the media guidelines and the wider public image of the Mission.
- Undertakes any other related tasks as required by the Chief of PPIU.

Qualifications and Experience

- University degree in Communications, Media Studies, Journalism or related fields
- Minimum of 5 years of professional experience in Communications, Press and Media handling and event management and organization.
- Excellent analytical abilities and drafting skills in English.
- Interest and understanding of the political situation in Georgia.
- Very good interpersonal skills.
- Previous experience in international relations or international organizations
- Knowledge of EU Civilian Crisis Management and previous CFSP experience (desirable).
- Knowledge of procurement and budgetary process (desirable).
- Working experience in the Caucasus an asset.
- Knowledge of Georgian and/or Russian would be an asset

Gender Adviser (GEO OP 05)

(1 position)

Security Clearance Level: EU Confidential
Proposed deployment date: 23.02.2013

The Gender Adviser reports through the Head of Operations to the Head of Mission

Main Tasks

- Provides information and advice to the Head of Mission on gender issues.
- Directs and oversees mechanisms in the Mission for monitoring, implementation and evaluation of relevant international instruments, including UN Security Council Resolution 1325 (2000) on women, peace and security.
- Coordinates the work of the three gender focal points in the field offices.
- Establishes gender sensitive EUMM policies and practices by including gender perspectives systematically in the planning, implementation, monitoring, analysis, reporting and evaluation.
- Reports on gender related issues.
- Liaises with local and international NGOs and civil society for the promotion of gender equality.
- Provides assistance, where necessary, to the Mission for proper implementation of international and national documents on gender related issues.
- In coordination with focal points and other relevant partners, analyzes gender issues in the Mission and identifies possible areas of improvement.
- Undertakes any other operational tasks as requested by HoOps.

Qualifications and Experience

- University degree in Gender Studies, Social Sciences, Development Studies, International Relations, Law or related field.
- A minimum of 5 years of relevant professional experience in international affairs, including 2 years of experience working with gender issues in an international context.
- Extended prior Mission experience will be highly desirable.

Planning and Conduct Officer (GEO OC 03)

(1 position)

Security Clearance Level: EU Confidential
Proposed deployment date: ASAP

The Planning and Conduct Officer reports to the Chief Planning, Conduct & Capacity Enhancement Unit

Main Tasks

- Helps 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 work related tasks as required by the Chief Planning, Conduct & Capacity Enhancement Unit.

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

Watchkeeper (GEO OW 03, 05, 07)

(3 positions)

Security Clearance Level: EU Secret
Proposed deployment date: 10.02.2013, 20.03.2013, 22.03.2013

The Watchkeeper reports to the Deputy Head of Operations

Main Tasks

- Collects, analyzes and maintains all incoming security and operational reports/information from different sources within mission area
- Prepares situation summaries for the mission in their areas of responsibility
- Carries out duty officer's duties during silent hours, weekends and holidays
- Reviews incoming messages, determines urgency and alerts the relevant mission elements and responsible staff members
- Alerts and informs key security personnel and senior management of important developments
- Undertakes any other work related tasks required by Deputy Head Ops and Head Ops.

Qualifications and Experience

- University degree or equivalent professional training, preferably in the fields related with security/emergency management
- Minimum of 5 years of professional experience, preferably as a duty officer in an HQ
- Previous international experience, particularly from crisis management environments

Reporting Officer (GEO OR 05)

(1 position)

Security Clearance Level: EU Confidential

Proposed deployment date: 16.02.2013

The Reporting Officer reports to the Chief of Reporting and Information Unit

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 work related tasks required by the Chief of Reporting and Information Unit

Qualifications and experience

- Proven analytical capacity, political awareness and judgement
- University degree, or equivalent experience, in a relevant field
- Minimum 5 years professional experience from similar assignments
- 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
- Knowledge of Russian or Georgian languages would be an asset

Capacity Enhancement Officer (GEO OE 03, 02)
(2 positions)

Security Clearance Level: EU Confidential
Proposed deployment date: 31.01.2013, 14.02.2013

As part of the Operations Department and reporting to the Chief Planning, Conduct & Capacity Enhancement Unit, the Capacity Enhancement Officer will prepare and deliver high quality training modules in accordance with the mission strategy on skills development, with a view to improving the effectiveness and efficiency EUMM staff.

Main Tasks

- Delivers training modules, usually at Field Office locations, through a variety of teaching/ training methods, and using a range of aids and tools, to ensure the highest information transfer success
- Assists the Coordinator in developing and reviewing capacity enhancement tools
- Designs training modules for specific subject areas
- As part of the CEU, conducts rehearsals and reviews of modules to ensure highest quality of delivery
- Conducts ongoing analysis of the effectiveness, or otherwise, of the training module, at time of delivery
- Assists Coordinator in identifying additional training modules to be incorporated
- Undertakes any other tasks as required by the line manager.

Qualifications and experience

- University degree in Human Resources Management, psychology or equivalent training is desirable
- 5 years experience in post-conflict environments or similar operational or mission experience
- Experience of skill enhancement or similar activities
- Demonstrated credible experience in an operational environment, possibly in a leadership role
- Demonstrated willingness and confidence to deliver training modules in a wide range of subject areas, and to a wide range of audiences
- Demonstrated in depth knowledge of EUMM/CSDP operational methodology
- Very good skills in MS PowerPoint and Excel

Field Office Chief (GEO ZO 01)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: ASAP

The Field Office Chief (FOC) is responsible to manage, administer and co-ordinate all activities carried out by his/her Field Office (FO). He/she reports to the Head of Operations at Mission HQ. In addition, the Field Office Chief will further respond directly to all requests emanating from HoM and DHoM. The FOC, supported by the Deputy Field Office Chief, is expected to oversee, direct and provide detailed guidance to the monitors on all issues related to the implementation of the mandate.

Main Tasks

- Oversees the work of the monitors and ensures that the monitoring activities are performed in full compliance with the Agreements of 12 August and 8 September 2008 respectively.
- Makes sure that activities, leading to the achievement of the outputs and benchmarks of the Implementation- and Business Plan, are performed in a co-coordinated fashion and that its dead-lines are met
- Ensures that the daily monitoring reports, prepared by the monitors, adequately reflects the various components of the mandate, i. e. (i) stabilization of the situation in the AOR, particularly in the former zone of conflict; (ii) normalization, with focus on rule of law, effective law enforcement structures and public order, and the security of transport links, energy infrastructures and utilities, as well as the political and security aspects of the return of internally displaced persons (IDPs) and refugees; and, (iii) confidence building.
- Monitors human rights issues and the implementation of human rights conventions in accordance with the EU legislation in the FO area of responsibility.
- Reports on alleged human rights violations and makes sure that cases of alleged human rights violations are brought to the attention of local authorities and, if necessary, forwarded to relevant international organizations for further scrutiny and follow-up
- In consultation with Ops at Mission HQ, identifies of confidence-building measures, particularly those for implementation in the adjacent zone (ADZ) or along the administrative boundary line (ABL)
- Co-operates with all relevant local (municipal and regional) authorities and international organizations located in the FO AoR with a view to addressing problem areas in a coordinated and inclusive manner
- Submits reports to Mission HQ (HoOps and Reporting & Information Section) that contain a high level of accuracy and analysis; and,
- Undertakes any other work related tasks and carries out ad hoc activities as required by HoM, DHoM and HoOps.

Qualifications and Experience

- University degree or equivalent professional experience in Human Rights, Police or the Military
- Extensive understanding in police, military, public administration, political science, human rights or humanitarian organizations.
- Good written and spoken command of English; knowledge of Russian and/or Georgian is an advantage.
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) is an additional asset (Please note that monitors will have to drive the vehicles used during monitoring patrol duty).
- Previous International experience, particularly in crisis management (desirable).

Deputy Field Office Chief (GEO ZO 02)

(1 position)

Security Clearance Level: EU Secret

Proposed deployment date: 14.03.2013

The Deputy Field Office Chief (DFOC) is responsible to assist the FOC in the management, administration and co-ordination of all the activities of the FO. He/she reports directly to the Field Office Chief, and will, per instructions received from the FOC, oversee, direct and give guidance to the monitors and FO Support Staff on all issues related to the implementation of the mission mandate.

Main Tasks

- The DFOC deputizes the FOC in his/her absence
- Follows-up on all issues concerning the timely execution of activities relating to the Implementation- and Business Plan
- Co-operates on a regular basis with the Mission HQ's Planning & Conduct Section (P&CS) on issues relating to the Implementation- & Business Plan to ensure substantive coverage and timeliness; and, discusses with P&C future planning aspects including the exit strategy
- Co-ordinates, manages and controls EUMM structures and services, relating to the Operations and Administrative Department (Support Services), in line with the instructions received by the FOC
- Supervises the Field Office staff, both international and local staff
- Be responsible to carry out the implementation of contingency or emergency plans as and when required
- Identifies on-the-job training needs and, where possible, organizes such training in consultation with the Ops Department
- Oversees the personnel functions within the FO and ensure the maintaining of a duty roster
- Be present at debriefings provided by the monitoring patrols upon their return from daily patrol duty to ensure that assignments are implemented in line with mandate requirements
- Assists the FOC in the planning, launching and carrying out of ad hoc activities emanating from political developments and unforeseen events; and,
- Holds periodic meetings with FO Security Officer to ensure that monitors perform their work in a secure and safe environment, particularly along the ABL
- Undertakes any other work related tasks as requested by the FOC.

Qualifications and Experience

- University degree or equivalent professional experience in Human Rights, Police or the Military
- Extensive understanding in police, military, public administration, political science, human rights or humanitarian organizations
- Good written and spoken command of English; knowledge of Russian and/or Georgian is an advantage
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that monitors will have to drive the vehicles used in patrols)
- Previous International experience, particularly in crisis management (desirable)

Field Office CIS Officer (GEO ZO 10, GEO GO 12)

(2 positions)

Security Clearance Level: EU Secret
Proposed deployment date: 22.03.2013, 09.01.2013

The CIS Officer reports to the Field Office Chief and/or his/her deputy.

Main tasks

- Is responsible for all IT issues within the Field Office
- Operates and maintains encryption devices
- Ensures that secure and standardized communications are maintained across the Field Office AoR.
- Ensures that the communication security policies and procedures are followed as per mission SOPs
- Maintains close cooperation with the HQ Mission Security and CIS Offices
- Undertakes any other related tasks as requested by the FOC

Qualifications and Experience

- University degree or equivalent training in the police or military field
- Experience in police and military
- Experience in CIS issues
- Knowledge of Russian and/or Georgian is an advantage
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that monitors will have to drive the vehicles used in patrols)
- Previous International experience, particularly in crisis management (desirable)

Monitor (Generic JD)

(59 positions*)

Security Clearance Level: EU Confidential
Proposed deployment date: as indicated above

The monitor reports to the Field Office Chief and/or his/her deputy through the team leader or deputy team leader

Main Tasks

- Monitors full compliance of all parties with the Agreements of 12 August and 8 September, ending hostilities in Georgia.
- Monitors, reports and analyzes issues pertaining to the stabilization of the situation, especially regarding the security environment.
- Monitors, reports and analyzes the ongoing normalization process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order.
- Monitors, reports and analyzes the situation of IDPs, Refugees and Returnees.
- Monitors security of transport links, energy infrastructures and public utilities.
- Monitors human rights issues and the implementation of the human rights measures in conformity with EUMM's mandate and tasks.
- Reports on findings in the field of human rights as concerns possible violations in conformity with the mission mandate and tasks.
- Proposes, for approval by HoM/DHoM, confidence-building activities and measures.
- Cooperates with all relevant authorities, local and international organizations.
- Contributes to the production of accurate required reports, making recommendations for improvement and including non-compliance reports, as necessary.
- Assists, advises and updates the Field Office Chief and HoOps, especially for critical or emergency events that require immediate action/reaction in all mandate/essential areas.
- Undertakes any other work related tasks as requested by the FOC

Qualifications and Experience

- University degree or equivalent training in the police or military field.
- Experience in police, military, public administration, political science, human rights or humanitarian organizations.
- Knowledge of forensics/ballistic/Improvised explosive device would be an advantage.
- Previous International experience, particularly in crisis management (desirable)