

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 positi ons	Available on
	Seconded/Contracted (6)			
	GEO AH 02a	Human Resources Management Officer	1	ASAP
	GEO AF 02	Accounting Officer	1	ASAP
	GEO AD 02	Planning and Contracting Officer	1	ASAP
	GEO AC 02	CIS Officer	1	ASAP
	GEO AC 05a	CIS Officer - Database Administrator	1	ASAP
	GEO SE 05a **	Mission Security Officer	1	ASAP
	<u>Seconded (58)</u>			
	GEO HO 06	Executive Assistant to HoM	1	16.09.2013
	GEO HO 14	Senior Analyst/Head of Mission Analytical Capability	1	16.09.2013
	GEO HI 02	Press and Public Information Officer	1	30.09.2013
	GEO OW 02	Watchkeeper	1	04.11.2013
	GEO OR 02	Reporting Officer	1	ASAP
GEO OR 03	Reporting Officer	1	31.12.2013	

GEO OR 04	Reporting Officer	1	12.12.2013
GEO ZM 06	Monitor	14	16.09.2013
GEO ZM 11			18.09.2013
GEO ZM 18			23.09.2013
GEO ZM 23			23.09.2013
GEO ZM 28			31.12.2013
GEO ZM 36			23.09.2013
GEO ZM 37 *			ASAP
GEO ZM 38			16.09.2013
GEO ZM 41			18.09.2013
GEO ZM 42			16.09.2013
GEO ZM 45			16.09.2013
GEO ZM 46			18.09.2013
GEO ZM 54			12.09.2013
GEO ZM 55			16.09.2013
GEO GO 02			Deputy Field Office Chief
GEO GO 04	Operations Officer	1	16.09.2013
GEO GM 01	Monitor	21	03.10.2013
GEO GM 06			02.09.2013
GEO GM 12			19.12.2013
GEO GM 14			30.09.2013
GEO GM 15			09.12.2013
GEO GM 24			04.11.2013
GEO GM 28 *			16.09.2013
GEO GM 32			16.12.2013
GEO GM 34			26.09.2013
GEO GM 35			16.09.2013
GEO GM 37			23.09.2013
GEO GM 39			05.11.2013
GEO GM 48			16.09.2013
GEO GM 50			30.10.2013
GEO GM 51			26.09.2013
GEO GM 52			16.09.2013
GEO GM 65			30.09.2013
GEO GM 66			16.09.2013
GEO GM 67			26.09.2013
GEO GM 69			23.12.2013
GEO GM 75	22.10.2013		
GEO SE 09	Security Liaison Officer	1	02.08.2013
GEO MO 10	CIS Officer	1	ASAP
GEO MM 01	Monitor	12	25.09.2013
GEO MM 05			16.09.2013
GEO MM 07			30.10.2013
GEO MM 08			16.09.2013
GEO MM 12			18.09.2013
GEO MM 17			31.12.2013
GEO MM 20			31.12.2013
GEO MM 38			16.09.2013
GEO MM 39			16.09.2013

	GEO MM 40	02.09.2013
	GEO MM 46	26.09.2013
	GEO MM 48	23.09.2013
ASAP refers to deployments not later than 14 September 2013		
* The post's availability is subject to the pending answer on an extension request ** The post's availability depends on pending employment procedure		
Deadline for applications:	21 June 2013	
E-mail address to send the Job Application Form/CV:	cpcc.eummgeorgia@eeas.europa.eu	
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.

⁽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.

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://webgate.ec.europa.eu/eeas/ehest/login/index.php>) 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

Human Resources Management Officer (GEO AH 02a)

(1 position)

Post category: Mission support staff- Management level

Security Clearance Level: EU Confidential

Proposed deployment date: ASAP

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;
- Advises on and 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 requested by the Chief Human Resources Management Officer;
- Maintains duty rosters and databases as appropriate;
- Advises in the development of Standard Operating Procedures and administrative instructions;
- 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;
- Proactively advises Chief of Unit on optimisations on system, procedures and policies;
- Undertakes any other related tasks as required by the Chief of Unit.

Qualifications and Experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working 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 in operating databases and Office Suite;
- Excellent level of written and spoken English;
- Knowledge of Georgian and/or Russian would be an asset.

Accounting Officer (GEO AF 02)

(1 position)

Post category: Mission support staff- Management level

Security Clearance Level: EU Confidential

Proposed deployment date: ASAP

The Accounting Officer reports to the Chief Finance Officer

Main tasks

- Assists the Chief Finance Officer in maintaining the financial operations of the Mission;
- Manages on a daily base and with the assistance of the finance team, general ledger, accounts, payments such as mission claims, purchases, bank statements, payroll, , funds and other accounting tools;
- Ensures the periodic reporting of accounts;
- Assists in the budget preparation, and redeploy funds if required;
- Reconciles bank statements, payroll and accountancy;
- Identifies the needs in goods and in services required for improving the proper keeping of the books and technically defines them for procurement;
- Manages the Invoice registry and identifies further developments;
- Responsible for EOM deposits follow up and reimbursements;
- Provides guidance and advice in finance related issues to other units within the CFSP mission;
- Develops systems for proper maintenance of accountancy and financial documentation;
- Contributes to development of tools/actions related to proper procurement actions such as Procurement Initiation or identifying of availability of funds for the PIs;
- Develops system for calculation and follow up of salaries / DA payments / deductions;
- Identifies risks and reports them under Mission Annual Risk Management Plan;
- Prepares and submit reports in a timely manner in absence of Chief Finance Officer;
- Liaises and cooperates on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc) under the supervision of the Chief Finance Officer;
- Undertakes any other related tasks as required by the Chief Finance Officer.

Qualifications and experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working experience in accounting;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Familiar with finance in International organizations (desirable);
- International experience, particularly in crisis management (desirable);
- Excellent analytical and problem-solving, client oriented approach;
- Ability to operate Microsoft Office (Excel advanced level), databases and accounting software.

Planning and Contracting Officer (GEO AD 02)

(1 position)

Post category: Mission support staff- Management level

Security Clearance Level: EU Confidential

Proposed deployment date: ASAP

The Planning and Contracting Officer reports to the Head of Mission Support Department

Main tasks

- To identify, analyse and compile the Mission's needs, in coordination with requesting units, specifically with regard to large projects which are to be acquired through procurement;
- To review, using audit principles, market surveys and costs estimates in relation with the assessment of Mission's needs, performed by the requesting units;
- To provide the Finance Unit and the Head of Mission Support Department with necessary inputs for the design/amendment of the budget modules as well as for the monitoring of the spending;
- To participate, as required, in the launching, managing and monitoring of tenders and the subsequent evaluation of the selection process;
- To coordinate the implementation of contracts (including exceptional situations arising from breach of contracts) with the requesting units in accordance with the existing Standard Operation Procedures;
- To cooperate with the Financial Controller and Contract Management Officer as to the establishment of procedures, instructions and e-tools, as necessary, to improve the efficiency and quality of contract and project management;
- To conduct ad-hoc ex-post verification tasks of the procurement actions;
- To conduct ad-hoc administrative and financial tasks and controls on behalf of HoM's Office and the HoMSD;
- To undertake any other related tasks as required by Head of Mission Support Department.

Qualifications and experience

- University degree awarded after 3 years of full-time legal or financial studies or equivalent Police or/and Military education;
- A minimum of 5 years of working experience, in the fields of administration, procurement and finance;
- Excellent interpersonal and communication skills;
- Excellent drafting skills;
- Experience in the field of Administration preferably in international organizations;
- Previous experience within the EU system and knowledge of EU Financial Regulation and Implementing Rules will be an asset;
- To be in possession of security clearance at the level of EU Confidential.

CIS Officer (GEO AC 02)

(1 position)

Post category: Mission support staff- Management level

Security Clearance Level: EU Secret
Proposed deployment date: ASAP

The CIS Officer reports to the Chief CIS Officer

Main tasks

- Assists Chief CIS Officer on all Communication and Information Systems issues;
- Acts as Crypto Custodian in the absence of the Chief of CIS Officer;
- 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;
- 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, 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 awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of experience in CIS related issues and good knowledge in supplies ordering/acquisition and procurement tenders;
- 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;
- Extensive knowledge of hardware specifications and performances;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);

CIS Officer - Database Administrator (GEO AC 05a)

(1 position)

Post category: Mission support staff- Assistant level

Security Clearance Level: EU Secret

Proposed deployment date: ASAP

The CIS Officer/ Database Administrator reports to the Chief CIS Officer

Main tasks

- Assists Chief CIS Officer on all database related issues acting as focal point for planned database developments;
- Works closely with database programmers/software developments and other departments within the mission to support development of the Information Knowledge Management System (GIS/Database system) and maintain/administer complex MySQL and Microsoft SQL database systems, ensuring that storage, archiving, back-up and recovery procedures are functioning correctly;
- Write database documentation, including data standards and procedures, installing and testing new versions of the DBMS and refining the logical design of mission databases;
- 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;
- 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 database servers, 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, ensuring that the security of information is treated according to Council Security regulations;
- Assists in the preparation of the Data Risk Map and the Data Recovery Plan for the mission systems, in agreement with the Master Plan;
- Assists in keeping accurate, detailed and updated inventory of the hardware and software distributed Mission wide, under the direction of the Chief CIS Officer;
- Assists in the coordination of 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;
- Undertakes any other job-related tasks as required by the Chief CIS Officer.

Qualifications and experience

- Secondary education attested by a certificate or equivalent Police or/and Military education (programmer/analyst education is an asset) and relevant specialised training;
- A minimum of 5 years of experience in information and communication technology management with good knowledge in supplies ordering/acquisition and procurement tenders;

- Certified in Web design/programs 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 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).

Mission Security Officer (GEO SE 05a)**

(1 position)

Post category: Mission support staff-Management level

Security Clearance Level: EU Secret

Proposed deployment date: ASAP

The Mission Security Officer reports to the Senior Mission Security Officer

Main tasks

- Carries out the daily management of the Security Office;
- Manages the security and safety of Mission staff deployed through the design and implementation of appropriate security policies and procedures;
- Makes security recommendations and adopts security measures as appropriate;
- Liaises with the EU Delegation, UN, OSCE, Georgian Authorities and others to monitor and assess the security situation;
- Ensures timely and accurate security reporting including real time reporting from potential trouble spots;
- Updates the Mission Security Plan (including Security SOPs, Contingency Plans, Security Risk Assessment and Emergency Evacuation and Relocation Plan) and ensures that the security policies and procedures are followed;
- Ensures that personal security advice is given to members of mission staff;
- Ensures an effective system of security reviews in relation to Mission property and buildings and recommend changes if necessary;
- Ensures compliance with the basic principles and minimum standards of Council decision 2001/264/EC regarding the protection of EU Classified Information;
- Cooperates with Field Security Instructor in identifying staff training needs in security related areas in line with standards set by the EU Field Security Policy and supporting documents and works as a trainer in security related trainings in cooperation with Field Security Instructor;
- Works with the Georgian Security Authorities, where appropriate, for the security screening of the locally contracted personnel;
- Cooperates with the Mission Support Department in matters related to the purchasing of necessary security related equipment and services;
- Undertakes any other work related tasks as required by the SMSO.

Qualifications and experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working experience in a relevant field of work;
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Excellent in English (spoken, read, written, understood) mandatory;
- EU Mission Security Officer Certification course desirable;
- Civilian Crisis Management Course (CMC) certification desirable;
- Ability to operate databases and Office Suites;
- Experience in planning and implementing projects;
- International experience, particularly in crisis areas with CSDP or other multi-national and international organizations (desirable);
- Experience in Caucasus will be considered as an advantage.

Seconded

Executive Assistant to HoM (GEO HO 06)

(1 position)

Security Clearance Level: EU Confidential
Proposed deployment date: 16.09.2013

The Executive Assistant to HoM is part of the Head of Mission Office and as such is under the direct supervision of the Chief of Staff. S/he supports the HoM in the fulfilment of his/her tasks.

Main Tasks

Under the direct guidance of the Head of Mission and Chief of Staff:

- Assists the HoM in his daily work;
- Takes minutes at meetings and conferences, as well as prepares draft reports, documents, speeches, etc. for the HoM;
- Serves as a principal point of contact for HoM, co-ordinates and follows up with EUMM senior staff, EEAS, other CSDP Field Operations, other international organizations and diplomatic missions on matters concerning HoM's activities;
- Identifies, assigns and/or takes appropriate action on incoming requests from external agencies and the Mission's staff and presents them to HoM for consideration; upon receiving instructions from HoM, ensures that timely and appropriate action is made, such as initiating meetings for HoM, compiling inputs and preparing draft responses, as well as overseeing that agreed follow-up actions are carried out within the deadlines set by HoM;
- Reviews documents, reports and letters prepared for signature by HoM in order to ensure quality and accuracy in substance, drafts speeches for HoM;
- Organizes and monitors the system of week-end duties;
- Requests, coordinates and prepares briefing materials for HoM prior to meeting with the EUMM staff and external interlocutors; attends internal and external meetings on behalf of HoM to obtain the information necessary for fostering EUMM HoM's activities;
- Co-ordinates visits to the Mission, acts as a focal protocol officer of EUMM;
- Assists the Chief of Staff in the daily management of the HoM's Office;
- Performs other duties as requested by HoM/DHoM or Chief of Staff.

Qualifications and Experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working experience in a relevant field of work;
- Professional experience from a crisis management or peace-keeping mission; Strong communications skills; and, must be able to express ideas and concepts clearly and concisely in written and oral form;

- Excellent drafting, time and resource management, interpersonal and good computing skills; knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered missions;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Works methodically, accurately and with attention to details as well as to tight deadlines; and, is used to work on a multitude of activities at the same time with limited supervision;
- Fluency in English (written and spoken) is a necessity; knowledge of the Georgian and Russian language will be an asset.

Senior Analyst/Head of Mission Analytical Capability (GEO HO 14)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: 16.09.2013

The Senior Analyst reports to the Head of Mission and is coordinated through the Chief of Staff.

Main tasks

- Provides analytical assessments, which will assist informed decision making processes and support the operational and reporting requirements of the Mission;
- Keeps the HoM and Mission Management updated on the development of situations in theatre and within the Mission as well as how these impact the pursuit of Mission objectives;
- Contributes to identify and manage analysis and information requirements through a structured and systematic approach, and ensures that information and knowledge is processed in the most efficient and effective manner;
- Ensures the establishment and management of an Information and Knowledge Management System (IKMS) by the MAC to support the operational and reporting requirements of the Mission in close consultation with other EUMM departments;
- Identifies Mission information exchange requirements and contributes to information and knowledge sharing aiming at the development of a common situational awareness with the Mission's chain of command and other EU actors. Additionally, s/he will facilitate the sharing of information and knowledge with other non-EU partners in theatre as appropriate;
- Liaises with internal EUMM departments and locations as well as with EUMM external actors authorised by the HoM to request specific information to assist in the development of analytical assessments about Mission implementation as and when requested by the HoM or the Chief of Staff;
- Ensures the security of sensitive information handled by the MAC and disseminates it in accordance with HoM's instructions;
- Contributes to Mission security with information and analytical products that will support the conduct of security and risk assessments;
- Develops and maintains MAC working methodology and relevant Standard Operating Procedures (SOPs);
- Undertakes any other tasks as directed by the HoM through the Chief of Staff.

Qualifications and experience:

- University degree awarded after 4 years of full-time study or equivalent Police or/and Military education;
- A minimum 8 years of working experience, in which 3 of analytical experience; having been a supervisor/manager of a unit or team within the required field of specialization would be an advantage;
- Proven skills and experience in the handling, processing and analysis of information from various sources;
- Significant experience in the use of analytical IT packages and processes;

- Excellent interpersonal skills and ability to work on his/her own initiative in a methodical manner;
- Ability to understand the cultural, social, economic, religious, political and other components of a crisis environment;
- Experience in matters relating to the South Caucasus, particularly Georgia. Knowledge of the languages, history, culture, social and administrative structures of Georgia as well as knowledge of the Georgian and/or Russian language is an advantage.

Press and Public Information Officer (GEO HI 02)

(1 position)

Security Clearance Level: EU Confidential
Proposed deployment date: 30.09.2013

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 awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working 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 local language and Russian an asset.

Watchkeeper (GEO OW 02)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: 04.11.2013

The Watchkeeper reports to the Deputy Head of Operations

Main Tasks

- Collects, analyses 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 awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working experience, preferably as a duty officer in an HQ;
- Previous international experience, particularly from crisis management environments.

Reporting Officer (GEO OR 02, GEO OR 03, GEO OR 04)

(3 positions)

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

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 analysing 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

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- Proven analytical capacity, political awareness and judgement;
- A minimum 5 years of working experience in 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.

Deputy Field Office Chief (GEO GO 02)

(1 position)

Security Clearance Level: EU Confidential
Proposed deployment date: 20.09.2013

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;
- 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 awarded after 4 years of full-time study or equivalent Police or/and Military education;
- A minimum of 8 years of working experience, in which 3 years in management position;
- 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 Security Liaison Officer (GEO SE 09)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: 02.08.2013

The Security Liaison Officer reports to the Senior Mission Security Officer and/or his/her Deputy through the Mission Security officer. He is part of the Mission Security Office which is attached to the HoM.

Main tasks

- Ensures that all mission security guidelines are implemented across the FO AoR
- Liaises with local Police from security perspective, including management of road traffic accidents;
- Conducts periodic security risk assessment and issues regular written up-dates on security;
- Assesses the physical security of the staff members and mission premises;
- Supervises the outsourced provided guards and access control;
- Monitors the provided service by the security staff and advises, if required;
- Drafts and maintains the contingency Plans/evacuation Plans in conjunction with the Mission Security Officer;
- Coordinates the training on prevention of fire and medical assistance requirements;
- Investigates traffic accidents and other incidents affecting safety and security of FO personnel;
- Deputizes and acts during the absence of the Mission Security Officer;
- Undertakes any other work related tasks as requested by the SMSO and/or the Mission Security Officer.

Qualifications and Experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- Physical robust and able to perform strenuous activities;
- A minimum of 5 years of working experience in a relevant field of work;
- Experience in security issues;
- Good written and spoken English; knowledge of Russian and/or Georgian language is an advantage;
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

Field Office Operations Officer (GEO GO 04)

(1 position)

Security Clearance Level: EU Confidential

Proposed deployment date: 16.09.2013

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

Main tasks

- Plans, tasks and oversees the execution of all FO patrolling activities;
- Oversees the allocation of personnel to operational tasks;
- Ensures 'Situational Awareness', within the FO and ensuring that all FO personnel are working on an 'All Informed Basis';
- Ensures that SOPs are maintained and 'Version Control' rigorously maintained. Suggests amendments pertinent to the effective implementation of the mandate to EUMM HQ Ops for their consideration;
- Handles incidents and event in the AoR;
- Ensures EUMM HQ is provided with timely and accurate information conforming to prescribed operational rhythm;
- Oversees the dissemination of regular reports, once approved by FOC/DFOC;
- Ensures that the Operations Room conforms with information and physical security requirements;
- Responsible for the security awareness;
- Undertakes any other work related tasks as requested by the FOC.

Qualifications and Experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working experience 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 MO 10)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: ASAP

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 awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working 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)

(47 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 analyses issues pertaining to the stabilization of the situation, especially regarding the security environment;
- Monitors, reports and analyses the on-going normalization process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order;
- Monitors, reports and analyses 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 awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 3 years of working experience in police, military, public administration, political science, human rights or humanitarian organizations;
- Knowledge of forensics/ballistic/IOD investigation would be an advantage;
- Previous International experience, particularly in crisis management (desirable).