

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 | |
| | <u>Seconded (52)</u> | | | | |
| | GEO HO 15 | Mission Analytical Capability Analyst | 1 | 30.04.2014 | |
| | GEO HP 02a | Temporary Political Adviser (until 1 May 2014) | 1 | ASAP | |
| | GEO HI 02 | Press and Public Information Officer (PPIO) | 1 | ASAP | |
| | GEO OP 05 | Gender Adviser | 1 | 24.02.2014 | |
| | GEO OC 03 | Planning and Conduct Officer | 1 | ASAP | |
| | GEO OW 05 | Watchkeeper | 1 | 22.03.2014 | |
| | GEO OW 07 | Watchkeeper | 1 | 21.03.2014 | |
| | GEO OE 03 | Capacity Enhancement Officer | 1 | ASAP | |
| | Field Office Zugdidi | | | | |
| | GEO SE 07 | Security Liaison Officer | 1 | 11.01.2014 | |
| | GEO ZO 02 | Deputy Field Office Chief | 1 | 28.02.2014 | |
| | GEO ZO 10 | CIS Officer | 1 | ASAP | |
| | GEO ZM 01* | Monitor | | | 07.01.2014 |
| | GEO ZM 02* | | | | 16.03.2014 |
| | GEO ZM 05 | | | | 03.03.2014 |
| | GEO ZM 07 | | | | 03.03.2014 |
| | GEO ZM 08 | | | | 18.03.2014 |
| | GEO ZM 09 | | | | 13.02.2014 |
| GEO ZM 13 | 17.01.2014 | | | | |

| | | | |
|--|--|---|------------|
| GEO ZM 14 | | | 17.01.2014 |
| GEO ZM 17 | | | 14.03.2014 |
| GEO ZM 20 | | | 21.03.2014 |
| GEO ZM 21 | | | 13.02.2014 |
| GEO ZM 22 | | | 17.01.2014 |
| GEO ZM 33 | | | 08.01.2014 |
| GEO ZM 34 | | | 21.03.2014 |
| GEO ZM 35 | | | 21.04.2014 |
| GEO ZM 40 | | | 13.02.2014 |
| GEO ZM 47 | | | 08.01.2014 |
| GEO ZM 49* | | | 15.02.2014 |
| Field Office Gori | | | |
| GEO GM 13 | Monitor | | 30.04.2014 |
| GEO GM 21 | | | 20.04.2014 |
| GEO GM 23 | | | 13.02.2014 |
| GEO GM 33 | | | 14.03.2014 |
| GEO GM 38 | | | 21.03.2014 |
| GEO GM 40 | | | 08.04.2014 |
| GEO GM 47 | | | 30.04.2014 |
| GEO GM 49 | | | 21.03.2014 |
| GEO GM 61 | | | 13.02.2014 |
| GEO GM 69 | | | ASAP |
| GEO GM 70 | | | 13.02.2014 |
| GEO GM 71 | | | 21.03.2014 |
| GEO GM 74 | | | 21.03.2014 |
| GEO GM 81 | | | 10.02.2014 |
| Field Office Mtskheta | | | |
| GEO MO 04 | Operations Officer | 1 | 12.02.2014 |
| GEO MO 08 | Reporting and Information Officer | 1 | 26.03.2014 |
| GEO MM 02 | Monitor | | 13.02.2014 |
| GEO MM 10* | | | 01.03.2014 |
| GEO MM 22 | | | 21.03.2014 |
| GEO MM 24 | | | 30.04.2014 |
| GEO MM 30 | | | ASAP |
| GEO MM 42 | | | 31.01.2014 |
| GEO MM 44** | | | ASAP |
| ASAP refers to deployments not later than 6 January 2014 | | | |
| * The post's availability is subject to the pending answer on an extension request | | | |
| ** The post's availability is subject to pending deployment | | | |
| Deadline for applications: | 8 November 2013 24.00 Brussels time | | |
| 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) and 9084/13 (30 April 2013).

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

⁽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.

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

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|---|---|-------------------|
| HoM's Office/Mission Analytical Capability Unit | Tbilisi | Seconded |
| Position Code | Position Name | Post Category |
| GEO HO 15 | Mission Analytical Capability (MAC) Analyst | N/A |

Security Clearance Level: EU Secret

The Mission Analytical Capability (MAC) Analyst reports to the Senior Analyst/Head of MAC and will have the following duties and responsibilities:

I- Main tasks & responsibilities

- Provides analytical assessments of mid to long term developments affecting opportunities and challenges to mandate implementation, including contributions to early warning of potential threats;
- Contributes to identify and map relevant entities related to the civilian CSDP Mission mandate and key characteristics of the associated information flows, including timelines, accuracy, level of security and format in order to provide a generic view of the mission operational context and the communication needs of actors associated with it, both in the field and towards Brussels;
- Ensures liaison arrangements with similar capabilities of other organizations and entities operating in theatre, as deemed appropriate by HoM;
- Contributes to Mission reports, ensuring the inclusion of relevant assessments;
- Disseminates MAC products internally and/or externally as directed by the HoM or the Chief of Staff, and ensure the security of the information handled by the MAC;
- Contributes to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer responsible for Mission Security;
- Contributes to develop and maintain MAC working methodology and relevant Standard Operating Procedures (SOPs);
- Supports the structuring of Mission information and information flows to make them functional to the generation of analytical products;
- Operationalizes HoM information and analysis requirements (identification, prioritization, planning, tasking);
- Supports the establishment and management of the Mission Information and Knowledge Management System (IKMS) and use it to process information from all Mission components and from accessible sources external to the Mission;
- Undertakes any other relevant tasks, including of administrative nature, as required by the Senior Analyst/Head of the MAC.

II- Eligibility criteria

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of full-time working experience in data analysis and information management.

III- Required Competencies

- Significant experience in the use of analytical IT packages and processes;
- Proven skills and experience in the handling, processing and analysis of information from various sources;
- Excellent interpersonal skills and ability to work dynamically on his/her own initiative in a methodical manner;
- Ability to understand the cultural, social, economic, religious, political and other components influence on a crisis environment.

IV- Desired Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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;
- Knowledge of Russian and/or Georgian language.

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|------------------------------|--|-------------------|
| HoM's Office/ Political Unit | Tbilisi | Seconded |
| Position Code | Position Name | Post Category |
| GEO HP 02a | Temporary Political Adviser (Temporary post until 1 May 2014) | N/A |

Security Clearance Level: EU Confidential

The Political Adviser reports to the Head of Mission (HoM) through the Chief of Staff and will have the following duties and responsibilities:

I- Main tasks & responsibilities

- Follows closely developments on the political scene in Georgia and keeps in regular contact with key political actors;
- Provides continuous analysis of political developments in Georgia and the region;
- Maintains a close relationship with relevant Georgian authorities and local authorities in the provinces;
- Provides guidance and advice to the mission regarding Georgian governmental structures, current political issues and developments;
- Assists in conducting and coordinating official visits according to the established protocol rules.
- Contributes to the reporting of the Head of Mission;
- Undertakes any other relevant tasks as required by HoM or the Chief of Staff.

II- Eligibility criteria

- University degree awarded after 4 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years working experience as Political Adviser/Officer.

III- Required Competencies

- Experience in CSDP/CFSP missions and/or European Institutions and good understanding of applicable rules and procedures;
- Excellent interpersonal and communications skills;
- Working knowledge of Russian language, both oral and written.

IV- Desired Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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;
- Knowledge of Russian and/or Georgian language.

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|---|---|-------------------|
| HoM's Office/ Press and Public Information (PPI) Unit | Tbilisi | Seconded |
| Position Code | Position Name | Post Category |
| GEO HI 02 | Press and Public Information Officer (PPIO) | N/A |

Security Clearance Level: EU Confidential

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

I- Main tasks & responsibilities

- 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.

II- Eligibility criteria

- 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 Communications, Press and Media handling, event management and organization.

III- Required Competencies

- Very good interpersonal and communication skills, both written and oral;

- Strong research and analytical skills; ability to analyze and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programs;
- Experience in planning and implementing projects.

IV- Desired Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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;
- Experience from diplomacy, negotiations and field work in international organizations;
- Knowledge of procurement and budgetary process;
- Knowledge of Russian and/or Georgian language

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|-----------------------|----------------|-------------------|
| Operations Department | Tbilisi | Seconded |
| Position Code | Position Name | Post Category |
| GEO OP 05 | Gender Adviser | N/A |

Security Clearance Level: EU Confidential

The Gender Adviser reports through the Head of Operations to the Head of Mission and will have the following duties and responsibilities:

I- Main tasks & responsibilities

- 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 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, analyses gender issues in the Mission and identifies possible areas of improvement;
- Undertakes any other relevant tasks as required by HoOps.
- Oversees and reports on gender related issues pertaining to the Code of Conduct

II- Eligibility criteria

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years working experience in gender issues in an international context.

III- Required Competencies

- Experience in planning and implementing projects;
- Proactive approach and ability to interact within an international environment;
- Excellent organizational, planning, and time-management skills;
- Ability to prioritize and manage a demanding workload;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Strong communication, research and analytical skills; ability to analyze and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programs;

IV- Desired Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;

- International experience, particularly in crisis areas with multi-national and international organizations;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports.

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|--|------------------------------|--------------------------|
| Operations Department/ Planning, Conduct & Capacity Enhancement Unit | Tbilisi | Seconded |
| Position Code | Position Name | Post Category |
| GEO OC 03 | Planning and Conduct Officer | N/A |

Security Clearance Level: EU Confidential

The Planning and Conduct Officer reports to the Chief Planning, Conduct & Capacity Enhancement Unit and will have the following duties and responsibilities:

I- Main tasks & responsibilities

- Assists the Chief Planning, Conduct & Capacity Enhancement Unit 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 Monitoring Plan processing information provided by FOs and analysing and promulgating conclusions;
- Develops operational strategies to facilitate the adaptation of 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 relevant tasks as required by the Chief Planning, Conduct & Capacity Enhancement Unit.

II- Eligibility criteria

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- At least 3 years of progressive professional experience in post-conflict environments or similar operational or mission experience in context of program/project management with a broad professional experience preferably in HQ position.

III- Required Competencies

- Proactive approach and ability to interact within an international environment;
- Ability to work on planning, concept and strategy;
- Excellent organizational, planning, and time-management skills;
- Ability to prioritize and manage a demanding workload;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;

- Strong interpersonal, communication, research and analytical skills; ability to analyses and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programs.

IV- Desired Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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.

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|-----------------------|-----------------------|-------------------|
| Operations Department | Tbilisi | Seconded |
| Position Code | Position Name | Post Category |
| GEO OW 05, 07 | Watchkeeper (2 posts) | N/A |

Security Clearance Level: EU Secret

The Watchkeeper reports to the Deputy Head of Operations and will have the following duties and responsibilities:

I- Main tasks & responsibilities

- 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 relevant tasks as required by Deputy Head Ops and Head Ops.

II- Eligibility criteria

- 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.

III- Required Competencies

- Ability to prioritize and manage a demanding workload;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Strong multitasking competencies, dealing with information from a variety of sources – disseminating these and act according to standard Operational procedures.
- Experience in liaison with law enforcement authorities.
- Communication skills, use of communication tools and systems.

IV- Desired Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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;
- Ability to perform under stress and in difficult circumstances.

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|--|---------------------------------|--------------------------|
| Operations Department/ Planning, Conduct & Capacity Enhancement Unit | Tbilisi | Seconded |
| Position Code | Position Name | Post Category |
| GEO OE 03 | Capacity Enhancement Officer | N/A |

Security Clearance Level: EU Confidential

The Capacity Enhancement Officer reports to the Chief Planning, Conduct & Capacity Enhancement Unit and will have the following duties and responsibilities:

I- Main tasks & responsibilities

- 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 Chief Planning, Conduct & Capacity Enhancement Unit 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 on-going analysis of the effectiveness, or otherwise, of the training module, at time of delivery;
- Assists Chief Planning, Conduct & Capacity Enhancement Unit in identifying additional training needs and developing modules in response;
- Undertakes any other relevant tasks as required by the Chief Planning, Conduct & Capacity Enhancement Unit.

II- Eligibility criteria

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum 3 years of working experience in post-conflict environments or similar operational or mission experience.

III- Required Competencies

- Experience of skill enhancement or similar activities;
- Demonstrated credible experience in an operational environment;
- 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.

IV- Desired Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;

- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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.

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|-----------------|--------------------------|-------------------|
| Security Office | Zugdidi | Seconded |
| Position Code | Position Name | Post Category |
| GEO SE 07 | Security Liaison Officer | N/A |

Security Clearance Level: EU Secret

The Security Liaison Officer reports to the Senior Mission Security Officer and/or his/her Deputy through the Mission Security officer. He/she is part of the Mission Security Office which is attached to the HoM and will have the following duties and responsibilities:

I- Main tasks & responsibilities

- Ensures that all mission security guidelines are implemented across the FO area of responsibility (AoR);
- Liaises with local Police from security perspective, including management of road traffic accidents; or any other incident relating to the security and safety of the FO staff or assets.
- 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;
- Participates to the update of SOPs, Contingency Plans and Evacuation and Relocation Plans in conjunction with the Mission Security Officer;
- Coordinates the training on prevention of fire and medical assistance requirements; as well as modular training to support the delivery of SSAT [Safety and Security Awareness Training]
- 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 relevant tasks as requested by the SMSO and/or the Mission Security Officer.

II- Eligibility criteria

- 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 security issues or a relevant field of work.

III- Required Competencies

- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Strong interpersonal, communication, research and analytical skills; ability to analyse and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programs;
- Excellent organizational, planning, and time-management skills;
- Ability to prioritize and manage a demanding workload;
- Experience in liaison with law enforcement authorities;
- Demonstrated ability to contribute creatively to the development of policies and procedures;
- Relevant experience in handling EU classified information.

IV- Desirable Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;

- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Russian and/or Georgian language;

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|--|---------------------------|-------------------|
| Operations Department/Field Office Zugdidi | Zugdidi | Seconded |
| Position Code | Position Name | Post Category |
| GEO ZO 02 (Zugdidi) | Deputy Field Office Chief | N/A |

Security Clearance Level: EU Secret

The Deputy Field Office Chief (DFOC) is responsible to assist the Field Office Chief (FOC) in the management, administration and co-ordination of all the activities of the Field office (FO). He/she reports directly to the FOC, 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.

I- Main tasks & responsibilities

- 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 Mission Support Department, 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 relevant tasks as required by the Field Office Chief.

II- Eligibility criteria

- 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, of which 3 years in management position.

III- Required Competencies

- Managerial experience including an extensive and proven analytical background;
- Ability to lead, manage and coordinate the work of others, both international and national staff, work towards deadlines and handle concurrent activities;
- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment;

- Operational experience at a higher command level;
- Have the ability to make sound and timely decisions related to own duties as well as those which might affect the interests of colleagues and partners.

IV- Desired Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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;
- Ability to perform under stress and in difficult circumstances;
- Knowledge of Russian and/or Georgian language.

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|---|--|--------------------------|
| Operations Department/ Field Office Zugdidi | Zugdidi | Seconded |
| Position Code | Position Name | Post Category |
| GEO ZO 10 (Zugdidi) | Communications & Information (CIS) Officer | N/A |

Security Clearance Level: EU Secret

The CIS Officer reports to the Field Office Chief and/or his/her deputy, under the coordination and direction of the Chief CIS for technical issues, and will have the following duties and responsibilities:

I- Main tasks & responsibilities

- 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 area of responsibility (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 relevant tasks as required by the FOC.

II- Eligibility criteria

- 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.

III- Required Competencies

- Proactive approach and ability to interact within an international environment;
- Very good interpersonal and communication skills, both written and oral;
- Excellent organizational, planning, and time-management skills;
- Ability to prioritize and manage a demanding workload.

IV- Desired Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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;
- Knowledge of Russian and/or Georgian.

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|--|--------------------|-------------------|
| Operations Department/ Field Office Mtskheta | Mtskheta | Seconded |
| Position Code | Position Name | Post Category |
| GEO MO 04 (Mtskheta) | Operations Officer | N/A |

Security Clearance Level: EU Confidential

The Field Office Operations Officer reports to the Field Office Chief and/or his/her deputy and will have the following duties and responsibilities:

I- Main tasks & responsibilities

- 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;
- As a member of the Security Management team, handles incidents and event in the area of responsibility (AoR);
- Ensures EUMM HQ is provided with timely and accurate information conforming to prescribed operational rhythm;
- Ensures that the Operations Room conforms with information and physical security requirements;
- Undertakes any other relevant tasks as required by the FOC.

II- Eligibility criteria

- 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.

III- Required Competencies

- Demonstrable experience as a successful leader in operational environment.
- Proactive approach and ability to interact within an international environment;
- Ability to work on planning, concept and strategy;
- Excellent organisational, planning, and time-management skills;
- Ability to prioritise and manage a demanding workload;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Strong interpersonal, communication, research and analytical skills; ability to analyze and integrate diverse information from varied sources; ability to handle sensitive matters and follow trends in the administration of diverse programs.

IV- Desirable Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;

- International experience, particularly in crisis areas with multi-national and international organizations;
- 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;

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|---|---------------------------------|-------------------|
| Operations Department/Field Office Mtskheta | Mtskheta | Seconded |
| Position Code | Position Name | Post Category |
| GEO MO 08 (Mtskheta) | Reporting & Information Officer | N/A |

Security Clearance Level: EU Confidential

The Field Office Reporting and Information Officer reports to the Field Office Chief (FOC) and/or his/her deputy (DFOC) and will have the following duties and responsibilities:

I- Main tasks & responsibilities

- Compiles and edits all periodic and regular reports (daily/weekly/monthly) in accordance with the prescribed instruction of the Mission Ops plan;
- Ensures analytical processing of the information gathered by patrols, identifying significant events and trends that can be illustrated with quantifiable data;
- Identifies knowledge gaps of mandate-sensitive issues;
- Proposes to FOC potential themes that would deserve further study and scrutiny in order to better implement the mission mandate;
- Maintains and regularly updates the computerised information data base within the FO including the Village Profile Database;
- Ensures, together with DFOC and FOC, the meeting of deadlines in respect to outputs
- Debriefs all FO patrols immediately after their return to the FO from their daily patrol duty to ensure that the all relevant monitoring information is available as input to the daily FO reports;
- Undertakes any other relevant tasks as required by the FOC.

II- Eligibility criteria

- 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, intelligence, human rights or humanitarian organisations;

III- Required Competencies

- Proactive approach and ability to interact within an international environment;
- Ability to work on planning, concept and strategy;
- Excellent organisational, planning, and time-management skills;
- Ability to prioritise and manage a demanding workload;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Strong interpersonal, communication, research and analytical skills; ability to analyses and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programs.

IV- Desirable Competencies

- Knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;

- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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.
- Superior drafting skill in English language;
- Knowledge of Russian and/or Georgian.

EUMM Georgia

| Department/Unit | Location | Employment Regime |
|-------------------------------------|--------------------|-------------------|
| Operations Department/Field Offices | Field Offices | Seconded |
| Position Code | Position Name | Post Category |
| See above | Monitor (39 posts) | N/A |

Security Clearance Level: EU Confidential

The monitor reports to the Field Office Chief and/or his/her deputy through the team leader or deputy team leader and will have the following duties and responsibilities:

I- Main tasks & responsibilities

- 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 relevant tasks as required by the FOC.

II- Eligibility criteria

- 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.

III- Required Competencies

- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Strong interpersonal, communication, research and analytical skills; ability to use and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the Area of responsibility;
- Ability to prioritize and manage a demanding workload;
- Experience in liaison with law enforcement authorities;
- Comprehensive knowledge of analytical techniques;
- Demonstrated ability to contribute actively to the development of policies and procedures.

IV- Desired Competencies

- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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.
- Knowledge of Russian and/or Georgian.