

# EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

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

### Advertisement for EU staff members

<b>Organisation:</b>	EUMM Georgia			
<b>Job Location:</b>	Georgia			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
<b>GEO Job Titles/Vacancy Notice:</b>	Ref.	Name of the post	Nr of positions	Available on
	<u>Seconded (1)</u>			
	GEO HO 02	Deputy Head of Mission	1	31.01.2014
<b>Deadline for applications:</b>	15 November 2013 17.00 Brussels time			
<b>E-mail address to send the Job Application Form/CV:</b>	<u><a href="mailto:cpcc.eummgeorgia@eeas.europa.eu">cpcc.eummgeorgia@eeas.europa.eu</a></u>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC:  e-mail: <u><a href="mailto:cpcc.cfc@eeas.europa.eu">cpcc.cfc@eeas.europa.eu</a></u> <u><a href="mailto:katarina.grape@ext.eeas.europa.eu">katarina.grape@ext.eeas.europa.eu</a></u>			

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Member States will be considered. Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

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

#### **A. Essential requirements**

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

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

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

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

**Flexibility and adaptability** – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

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

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

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

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

**Training** – eHest (<https://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 SECRET) 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. CPCC encourages Member 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 the position 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 State will bear any related costs.

**Information on the outcome** – Member States will be informed about the outcome of the selection process after its completion.

## **E. Job description**

### **EUMM Georgia**

<b>Department/Unit</b>	<b>Location</b>	
Head of Mission	Tbilisi	Seconded
<b>Position Code</b>	<b>Position Name</b>	<b>Post Category</b>
GEO HO 02	Deputy Head of Mission	N/A

**Security Clearance Level:** EU Secret

The Deputy Head of Mission (DHoM) reports to the Head of Mission (HoM) and will have the following duties and responsibilities:

#### **I- Main tasks & responsibilities**

- Support the Head of Mission in commanding, managing and directing EUMM Georgia activities and transforms the Mission's mandate to tasks and action as set out in the planning documents, including the overseeing of the development and implementation of the Mission Monitoring Plan (MMP);
- Deputises the HoM in his/her absence from the Mission;
- Support the Head of Mission in liaising with the Incident Prevention and Response Mechanism (IPRM participants), international organisations and diplomatic representations;
- When deemed necessary, delegates authority utilizing the approved chain of command structure of the Mission;
- Oversees and ensures the production and coordination of plans and reports related with EUMM activities;
- Studies and proposes organizational and management decisions that have the objective to increase the efficiency of EUMM;
- Supervises the implementation of mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming;
- Ensures security and discipline of Mission staff, including internal investigations in line with the relevant rules and procedures;
- Undertakes any other tasks as required by the HoM, leaving him/her to concentrate on the strategic policy, liaison and planning for the Mission.

#### **II- Eligibility criteria**

- University degree awarded after 4 years of full-time study or equivalent Police or/and Military education;
- Minimum 15 years of full-time relevant work experience in public administration, diplomacy, police or military, of which 5 years in a senior management position.

#### **III- Required Competencies**

- Ability to lead operations, motivate and coordinate the work of others, both international and national staff, work towards deadlines and handle concurrent activities;
- Ability to make sound and timely decisions related to own duties as well as those which might affect the interests of the mission and partners;

- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment;
- Strong 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;
- 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.

#### **IV- Desired Competencies**

- Substantial knowledge of the functioning of the EU, EEAS 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.