

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 (28)</u>			
	GEO OP 02	Deputy Head of Operations	1	20.05.2014
	Field Office Zugdidi			
	GEO ZM 19	Monitor	4	20.05.2014
	GEO ZM 26			05.05.2014
	GEO ZM 43			20.05.2014
	GEO ZM 52			02.06.2014
	Field Office Gori			
	GEO GM 08	Monitor	14	04.08.2014
	GEO GM 20 *			27.08.2014
	GEO GM 23			ASAP
	GEO GM 31			02.06.2014
	GEO GM 36			05.05.2014
	GEO GM 54			01.07.2014
GEO GM 56	05.05.2014			
GEO GM 58	05.05.2014			
GEO GM 64	11.06.2014			
GEO GM 74	ASAP			

	GEO GM 76			17.07.2014
	GEO GM 79			21.05.2014
	GEO GM 80			02.06.2014
	GEO GM 82			05.05.2014
Field Office Mtskheta				
	GEO MM 11	Monitor	9	05.05.2014
	GEO MM 13			05.05.2014
	GEO MM 14			20.05.2014
	GEO MM 16			02.06.2014
	GEO MM 21			04.06.2014
	GEO MM 23			18.07.2014
	GEO MM 29			15.07.2014
	GEO MM 32 *			05.05.2014
	GEO MM 45			30.06.2014
ASAP refers to deployments not later than 5 May 2014				
* The post's availability is subject to the pending answer on an extension request				
Deadline for applications:	07 March 2014			
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 Documents 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

⁽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.

contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

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

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

A. Essential requirements

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

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

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

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

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups 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
Operations Department	Tbilisi	Seconded
Position Code	Position Name	Post Category
GEO OP 02	Deputy Head of Operations	N/A

Security Clearance Level: EU Secret

Under the guidance and authority of the Head of Operations (HoOps), the Deputy Head of Operations (DHoOps) is responsible for managing the mission's operational activities in line with the strategic vision and guidance of the Head of Mission (HoM) and Deputy Head of Mission (DHoM), with a particular focus on 'Current Operations'. The DHoOps supervises the activities of all other sections and units of the Department of Operations ((Planning, Conduct and Capacity Enhancement Unit, Reporting & Information Unit, Watch-keeping Section and Liaison Officers) and the Field Offices with a particular emphasis on current operations. It liaises and coordinates the Operations Department's and its respective unit's activities with rest of Mission departments (i.e. MSD, HoM's office, other) to assure that the Mission's Leadership is timely informed on the operational activities planned and that the decisions have been obtained for activities implementation.

I. Main Tasks & responsibilities

- Supports HoOps in the effective day to day management of the Department of Operations, with particular emphasis on the Operations Room, maintaining 24/7 management of all operational activities;
- Drives the 'Information-flow', around the mission ensuring that situational awareness is maintained at all levels;
- Ensures that Field Office Chiefs and the monitoring teams implement their tasks in accordance with the mandate, SOPs and Security guidelines;
- Drives the Operational Decision Cycle;
- Under the guidance of HoOps, responsible for the production of the bi-weekly in the production of weekly Operational Priority Paper;
- Visits periodically the Field Offices to address operational bottle-necks and to provide guidance and mentoring;
- Ensures that SOPs are kept up to date and relevant to the current mission situation;
- Coordinates other mission activities which have impact on operations, but are not under the control of, the department of Operations;
- Reviews the daily, weekly, monthly and special, thematic reports prepared by the various operational departments sections;
- Assists the HoOps in supervising the ((Planning, Conduct and Capacity Enhancement Unit at Mission HQ with the view to adjusting the monitoring tasks as well as the plans under implementation in accordance with political and security developments;
- Prepares inputs to the agenda and chairs in the absence of HoOps Field Office Chief meetings at Mission HQ;
- Acts as the first point of contact for the Department of Operations in case of emerging issues;

- Engages in and maintaining co-operation and co-ordination of the operational components with other international and national interlocutors and stake-holders;
- Represents the HoOps and the Mission at meetings and conferences, when called upon to do so;
- Deputizes for the HoOps in his absence, and,
- Undertakes any other relevant tasks as required by HoOps.

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 in an operational environment, in which 3 years in a management position. Possesses in-depth understanding of operations, from a military, police and/or civilian 'Mission' perspective.

III- Required Competencies

- Strong analytical skills combined with good judgment;
- Strong operational drive with a time critical results driven outlook;
- Ability to coordinate the work of others, both international and national staff, work towards deadlines and handle concurrent activities;
- Diplomacy and tact, negotiation- and decision-making skills;
- Ability to prioritize and manage a demanding workload;
- 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;
- Excellent interpersonal and communications skills.

IV- Desirable Competencies

- International experience in crisis areas with multinational and/or international organizations in a political advisory capacity;
- Good knowledge of the region's history, culture and politics;
- Working knowledge of any other languages spoken in Georgia.

EUMM Georgia

Department/Unit	Location	Employment Regime
Operations Department/Field Offices	Field Offices	Seconded
Position Code	Position Name	Post Category
See above	Monitor (27 posts, incl.*)	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 2008, ending hostilities in Georgia;
- Monitors, reports and analyses issues pertaining to the stabilization of the situation, especially regarding the security environment along the Administrative Boundary line (ABL);
- 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

- Demonstrated credible experience in an operational environment;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Ability to prioritize and manage a demanding workload;
- Demonstrated ability to contribute actively to the development of policies and procedures.

IV- Desirable Competencies

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

- Capable of conducting analysis based on Information and knowledge Management as well as using databases, or;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions (do no harm), or;
- Experience in dealing with civil society, or;
- Experience in dealing with land ownership issues, land disputes and property law, or;
- Experience in preparing possible future project proposals including facts, formulate, purpose and suggest action plans;
- Basic understanding of topographic maps, colours, symbols and scales;
- Any other specialized knowledge or skills which could be of use for the Mission (e.g. special knowledge on property issues in post-conflict environment, special knowledge of irrigation, etc.).