

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

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

Advertisement for EU staff members

Organisation:	EUMM Georgia			
Job Location:	Georgia			
Availability:	As indicated below			
Staff Regime:	As indicated below			
GEO Job Titles/Vacancy Notice:	Ref.	Name of the post	Nr of positions	Available on
	<u>Seconded/Contracted (2)</u>			
	GEO AH 01a*	Chief Human Resources Management Officer	1	16.12.2014
	GEO SE 02 **	Mission Security Officer	1	01.09.2014
	<u>Seconded (58)</u>			
	Headquarters			
	GEO OP 01	Head of Operations	1	15.09.2014
	GEO HP 04	Political Adviser	1	ASAP
	GEO HO 17	Information Manager	1	ASAP
	GEO OP 03	Military Liaison Officer to MoD	1	ASAP
	GEO OL 01	Liaison Officer to MIA	1	15.09.2014
	GEO OL 02	Liaison Officer to MIA	1	ASAP
GEO OW 02*	Watchkeeper	1	04.11.2014	
GEO OR 06	Reporting Officer	1	17.12.2014	

Field Office Zugdidi					
GEO ZO 03	Operations Officer	1	17.09.2014		
GEO ZO 08	Reporting and Information Officer	1	02.10.2014		
GEO ZM 06	Monitor	13	15.09.2014		
GEO ZM 11			24.09.2014		
GEO ZM 12			05.01.2014		
GEO ZM 24			30.09.2014		
GEO ZM 27			20.08.2014		
GEO ZM 30			29.12.2014		
GEO ZM 36			25.09.2014		
GEO ZM 37			30.09.2014		
GEO ZM 41			24.09.2014		
GEO ZM 44*			16.09.2014		
GEO ZM 45			16.09.2014		
GEO ZM 54			17.09.2014		
GEO ZM 55			16.09.2014		
Field Office Gori					
GEO GO 01			Field Office Chief	1	15.12.2014
GEO GM 01*	Monitor	19	25.09.2014		
GEO GM 06*			12.09.2014		
GEO GM 10			24.11.2014		
GEO GM 14			05.01.2014		
GEO GM 15			09.12.2014		
GEO GM 19			03.11.2014		
GEO GM 22			01.12.2014		
GEO GM 24			04.11.2014		
GEO GM 28*			15.09.2014		
GEO GM 32			17.12.2014		
GEO GM 34			26.09.2014		
GEO GM 35			15.09.2014		
GEO GM 43			29.10.2014		
GEO GM 50*			31.10.2014		
GEO GM 51			29.09.2014		
GEO GM 59			15.12.2014		
GEO GM 62*			05.01.2015		
GEO GM 75			28.10.2014		
GEO GM 83			17.09.2014		
Field Office Mtskheta					
GEO MO 02	Deputy Field Office Chief	1	28.12.2014		
GEO MM 07	Monitor	14	04.11.2014		
GEO MM 08			30.09.2014		
GEO MM 12			29.09.2014		
GEO MM 17			17.12.2014		
GEO MM 18			03.10.2014		

	GEO MM 22	ASAP
	GEO MM 27	06.10.2014
	GEO MM 35*	05.01.2015
	GEO MM 39	29.09.2014
	GEO MM 40*	25.09.2014
	GEO MM 43	15.09.2014
	GEO MM 46	29.09.2014
	GEO MM 47	ASAP
	GEO MM 48*	08.12.2014
ASAP refers to deployments not later than 1 September 2014		
* The post's availability is subject to the pending answer on an extension request		
** The post's availability is subject to the pending confirmation of tour of duty		
Deadline for applications:	19 June 2014 at 1700 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).

Contracted Personnel – EUMM Georgia may recruit international staff on a contractual basis as required, through an employment contract ⁽¹⁾. The employment contract with the EUMM Georgia establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

⁽¹⁾Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

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

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

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

A. Essential requirements

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

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

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

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

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

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

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

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

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

Training – eHest (<https://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

EUMM Georgia

Department/Unit	Location	Employment Regime
Mission Support Department/ Human Resources Management Unit	Tbilisi	Seconded/Contracted
Position Code	Position Name	Post Category
GEO AH 01a	Chief Human Resources Management Officer *	Expert

Security Clearance Level: EU Secret

The Chief Human Resources Management Officer reports to the Head of Mission Support Department.

I- Main tasks & responsibilities

- Is responsible for the management and co-ordination of all Human Resources related issues;
- Implements policies and procedures concerning Human Resources Management;
- Supervises the preparation of job descriptions;
- Supervises the process of applications and be responsible for the maintenance of rosters and databases as appropriate;
- Proposes and advises CPCC on the development of Standard Operating Procedures;
- Supervises the preparation and management of selection and deployment of personnel, letters of appointment, contracts, reassignments, redeployments, termination, attendance records, duty rosters, pension funds, and all relevant personnel related issues;
- Advises in the development of the training for personnel;
- Advises and proposes measures for the development and implementation of the existing personnel administration rules for the operations, and the deployment of all human resources;
- 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;
- Following the implementation of Mission Annual Risk Management Plan, in conjunction with Financial Controller and the Head of Mission Support Department, is responsible for identifying, monitoring, categorizing and recording of relevant Human Resources Management related risks occurred in the course of the operation;
- Is responsible for relevant budget lines and control of related commitments and expenditures;
- Is responsible for the management of contracts relevant to the Office tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending penalties that may arise due to breach of contract, etc.;
- Is responsible for day to day running of the Office including supervision of personnel, leave scheduling, performance evaluation and professional conduct;
- Undertakes any other related tasks as required by the Head of Mission Support Department.

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 Human Resources and/or administration working experience, legal and operational aspects of human resources and training, of which 3 years in an HR management position.

III- Required Competencies

- Skilled in operating databases and Office Suite;
- Excellent analytical, organisational, planning, and time-management skills;
- Ability to prioritize and manage a demanding workload;
- Ability to mentor and motivate staff;
- Excellent interpersonal and communications skills;
- Excellent level of written and spoken English.

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 organisations;
- Good knowledge of the region's history, culture and politics;
- Knowledge of Georgian and/or Russian.

EUMM Georgia

Department/Unit	Location	Employment Regime
Head of Mission/ Security Office	Tbilisi	Seconded/Contracted
Position Code	Position Name	Post Category
GEO SE 02	Mission Security Officer **	Mission Support Management level (MSML)

Security Clearance Level: EU Secret

Mission Security Officer reports to the Senior Mission Security Officer

I. Main tasks & responsibilities

- 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;
- Participates to the update of 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;
- Investigates traffic accidents and other incidents affecting safety and security of FO personnel;
- Ensures compliance with the basic principles and minimum standards of Council decision 2011/292/EU 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.

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 a relevant field of work.

III- Required Competencies

- 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).

IV- Desirable Competencies

- EU Mission Security Officer Certification course;
- Civilian Crisis Management Course (CMC) certification;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- International experience in crisis areas with multi-national and international organizations;
- Ability to operate databases and Office Suites;
- Experience in planning and implementing projects;
- Knowledge of Russian and/or Georgian language.

Seconded
EUMM Georgia

Department/Unit	Location	Employment Regime
Operations Department	Tbilisi	Seconded
Position Code	Position Name	Post Category
GEO OP 01	Head of Operations	N/A

Security Clearance Level: EU Secret

Within the delegated authority, the Head of Operations (HoOps) will be 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). The HoOps coordinates the work programs and oversees the activities of all other sections and units of the Department of Operations and the Field Offices.

I- Main tasks & responsibilities

- Supervises, coordinates and analyses all operational activities of the Mission;
- Ensures that Field Office Chiefs and the monitoring teams implement their tasks in accordance with the mandate;
- Ensures, through regular meetings and written instructions, that the Field Offices and monitoring teams are kept periodically updated of the political and security situation in the mission area, based on inputs and assessments from the Political Adviser and the Mission Security Officer respectively;
- Engages the Rapid Reaction Capacity in special assignments, when directed by HoM/DHoM;
- Makes sure that a twenty-four/seven watch-keeping is operational at Mission HQ and in the established Field Offices;
- Reviews reports prepared by the various operational departments' sections prior to release by HoM and DHoM;
- Ensures adjustment of the monitoring tasks as well as the plans under implementation in accordance with political and security developments;
- Engages in and maintaining of co-operation and co-ordination of the operational components with other international and national interlocutors and stake-holders;
- Represents the Mission at meetings and conferences and, when called upon, deputizing for the HoM and/or DHoM at official functions when requested or required;
- Is responsible for relevant budget lines and control of related commitments and expenditures;
- Is responsible for the management of contracts relevant to the Office tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending penalties that may arise due to breach of contract, etc.;
- Is responsible for day to day running of the Office including supervision of personnel, leave scheduling, performance evaluation and professional conduct;
- Undertakes any other related tasks as required by the HoM and DHoM.

II- Eligibility criteria

- University degree awarded after 4 years of full-time study or equivalent Police or/and Military education;
- At least 10 years of working experience in operations, management, economic, political, social or civil affairs, police or military, and experience in working in multicultural environments, of which 5 years should be in a management position.

III- Required Competencies

- Possesses in-depth understanding of peace-keeping operations, with substantial and diverse experience in all facets of the requirements;
- Strong operational drive with a time critical results driven outlook;
- Strong analytical skills combined with good judgment;
- Diplomacy and tact, negotiation- and decision-making skills;
- Ability to coordinate the work of others, both international and national staff, work towards deadlines and handle concurrent activities;
- Ability to prioritize and manage a demanding workload;
- Ability to make sound and timely decisions related to own duties as well as those which might affect the interests of colleagues and partners;
- Ability to mentor and motivate staff;
- Excellent interpersonal and communications skills.

IV- Desirable Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience in crisis areas with multinational and/or international organisations in a political advisory capacity;
- Good knowledge of the region's history, culture and politics;
- Knowledge of Russian and/or Georgian language.

EUMM Georgia

Department/Unit	Location	Employment Regime
Head of Mission's Office/Political Unit	Tbilisi	Seconded
Position Code	Position Name	Post Category
GEO HP 04	Political Adviser	N/A

Security Clearance Level: EU Confidential

The Political Adviser reports to the Head of Mission (HoM) through the Chief of Staff and has the following main tasks and responsibilities:

I- Main tasks & responsibilities

- Follows closely political developments in Georgia, its breakaway regions and Russia and keeps in regular contact with key political actors;
- Prepares briefings, background papers, and other correspondence as needed or requested;
- Provides continued analysis of political developments;
- Assists in preparing and coordinating official visits and bilateral and multilateral meetings (IPRM, Geneva International Discussions, etc.);
- Contributes to the Mission's regular reporting;
- 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;
- Very good analytical and reporting skills;
- Excellent interpersonal and general communication skills;
- Absolute fluency in English (oral and written);
- Working knowledge of Russian (oral and written).

IV- Desirable Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience in crisis areas with multinational and/or international organisations in a political advisory capacity;
- Good knowledge of the region's history, culture and politics;

EUMM Georgia

Department/Unit	Location	Employment Regime
Head of Mission's Office/ Mission Analytical Capability (MAC) Unit	Tbilisi	Seconded
Position Code	Position Name	Post Category
GEO HO 17	Information Manager	N/A

Security Clearance Level: EU Secret

The Information Manager reports to the Head of the Mission Analytical Capability (MAC) and will be responsible for the establishment and management of the new database and geographic information system (GIS) for the mission. The new system will structure information produced by the mission, facilitate analysis, and deliver common situational awareness within the mission.

I. Main tasks & responsibilities

- Coordinates with all relevant areas of the mission the roll out of the database /GIS system for the mission;
- Works closely with all relevant departments to ensure that their information, reporting and analysis requirements are factored into the development of the database /GIS system;
- Contributes to the structured management of information flows within the mission through a systematic approach to ensure that information is processed to support operations, common situational awareness and mandate delivery;
- Structures mission information flows to make them functional to the generation of analytical products in support of the operational, security and reporting needs of the mission;
- Coordinates with relevant departments to analyse and structure existing mission information for inclusion in the new system;
- Undertakes any other relevant tasks, including of an administrative nature, as required by the Head of 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 working experience in information management.

III- Required Competencies

- Proven skills and experience in using systems for the management and analysis of information from various sources;
- Excellent interpersonal skills and ability to work dynamically on his/her own initiative in a methodical manner;
- Knowledge of database, GIS, analysis software products;
- Demonstrated credible experience in an operational environment;
- Superior drafting skills in English language;
- Ability to prioritize and manage a demanding workload;
- Strong analytical skills combined with good judgment.

IV- Desirable Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Experience of EU information security management requirements would be a definite advantage;
- Good knowledge of the region's history, culture and politics.

EUMM Georgia

Department/Unit	Location	Employment Regime
Operations Department	Tbilisi	Seconded
Position Code	Position Name	Post Category
GEO OP 03	Military Liaison Officer to the Ministry of Defence (MoD)	N/A

Security Clearance Level: EU Secret

The Military Liaison Officer to MoD reports to the Head of Operations.

I- Main tasks & responsibilities

- Establishes working relations with the MoD in Georgia identify EUMM principal contacts and initiate regular and appropriate liaison with officials of the MoD;
- Manages the processing of visit requests in accordance with the MOU with the MoD, including compiling infringement data;
- Establishes working relationships with other military ‘actors’ in the GEO theatre, particularly Defence Attaches;
- Maintains regular contact with GEO (and if possible RUS, SO & ABK) military personnel at the technical level and facilitate higher level meetings, including arranging meetings and preparing briefing notes and speaking points for EUMM delegation leaders;
- Enables routine and emergency access to the MoD for exchange of information;
- Acts as first point of contact and facilitates the flow of information between EUMM and GEO MoD;
- Monitors and analyses activities carried out by MoD likely to impact upon the EUMM, including GEO military relationships with other Parties;
- Assesses and analyses information related to all military matters and provides technical advice to the HoM and other senior EUMM staff;
- Frequently travels within the EUMM AOR to visit and advise EUMM staff at Field Offices;
- Acts as back up for the EUMM Hotline holders;
- Visits military exercises and assess the capability of the participating forces;
- Maintains a database of current military equipment found in the GEO theatre;
- Provides military advice to the HoM and senior EUMM staff; and, prepare regular updates, briefings and special reports on GEO Armed Forces, when required;
- Advises EUMM on military methodology and the implications of events on the ground;
- Assists in the production of written instructions to FOs;
- On occasions represents the Mission at Military diplomatic events;
- Undertakes any other relevant tasks as required by Head of Ops, in order to facilitate the smooth running of the current operations within the HQ.

II- Eligibility criteria

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum 5 years of working experience in mid-ranking posts in the Armed forces, including operational experience;

III- Required Competencies

- Experience in a multinational environment, working alongside other military and civilian agencies and working in a deployed field environment;
- Diplomacy, sensitivity and the ability to provide sound, well-timed advice to Head of Ops will be a daily requirement;
- 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 analyse 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

- A working knowledge of the Russian language is highly desirable;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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.
- Previous experience in international missions (UN, OSCE, EU etc.) at management level is highly desirable.

EUMM Georgia

Department/Unit	Location	Employment Regime
Operations Department	Tbilisi	Seconded
Position Code	Position Name	Post Category
GEO OL 01; OL 02	Liaison Officer to Ministry of Internal Affairs (MIA)	N/A

Security Clearance Level: EU Secret

The Liaison Officer to MIA reports to the Head of Operations.

The Liaison Officer will be the main focal point between the Mission and the MIA. Through regular and periodic interaction with the MIA, the LO will help to ensure the exchange of information, to build trust and understanding of the Mission's role and to engage in a constructive dialogue with MIA's various structures both at the Ministry and throughout Georgia.

I-Main tasks & responsibilities

- Acts as EUMM Hotline holder on a twenty-four/seven basis;
- Liaises with MIA counterparts on a twenty-four/seven basis;
- Meets regularly with the counterparts in MIA to ensure that information is exchanged, especially with regard to the Provisional Mechanism for the Prevention and Settlement of Disputes, under the Technical Arrangements between the Ministry of Internal Affairs of Georgia and the Mission (hereinafter: Mechanism), and to maintain regular contacts with MIA at all levels for every issue of interest relevant to the implementation of the mandate;
- Assesses and analyses relevant information and data received from MIA, and prepare proposals for discussion with HoM on corrective measures when breaches to the Mechanism are noticed;
- Manages the processing of visit requests in accordance with MOU with MIA, including compiling of all infringement data;
- Monitors and records all reported detentions and abductions in the adjacent areas to the ABL and updates the Mission on the situation of the detainees;
- Provides substantive and technical advice to the HoM and other senior EUMM staff on all police matters related to the implementation of the Mission's mandate;
- Facilitates meetings between EUMM and the MIA, by arranging venue and time, and or by preparing briefing notes and speaking points on request of EUMM delegation leaders;
- Monitors and analyses the MIA's activities relating to the implementation of the Six-point Agreement within the limits of the MoU with MIA and the IPRM Mechanism on request provides suggestions for HoOPS;
- Interacts regularly with Field Offices through visits; and, provides advice to EUMM staff on police matters, and reports on the latest developments within MIA's activities;
- Assists Field Offices in establishing contacts with regional MIA authorities;
- Maintains regular contacts with both national and international stakeholders in the field of law enforcement and justice;
- Provides inputs on request to Mission HQ's various internal meetings as well as to the Watch-keeping Unit and the Reporting & Information Section;
- Undertakes any other relevant tasks as required by Head of Ops, in order to facilitate the smooth running of the current operations within the HQ.

II- Eligibility criteria

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum 5 years of relevant professional experience in mid-ranking posts in Police, Armed forces or Security related Governmental agencies or equivalent experience in liaising with Police or Military structures.

III- Required Competencies

- Proactive approach and ability to interact within an international environment;
- Proven ability to mediate and negotiate;
- 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 analyse and objectively integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programs;
- Ability to establish good and diplomatic relations with government officials;
- Professional fluency in Russian and English.

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 organisations;
- 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;
- Previous experience in international missions (UN, OSCE, EU etc.) at management level is highly desirable.

EUMM Georgia

Department/Unit	Location	Employment Regime
Operations Department/ Watch keeping Unit	Tbilisi	Seconded
Position Code	Position Name	Post Category
GEO OW 02	Watchkeeper *	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

- International experience in crisis areas with multi-national and international organisations;
- 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- Desirable Competencies

- Understanding of the political situation in Georgia and working experience in the Caucasus region;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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/ Reporting and Information Unit	Tbilisi	Seconded
Position Code	Position Name	Post Category
GEO OR 06	Reporting Officer	N/A

Security Clearance Level: EU Confidential

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

I. Main Tasks & responsibilities

- 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 under 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 relevant tasks as required by the Chief of Reporting and Information Unit.

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

- Demonstrated credible experience in an operational environment;
- Superior drafting skills in English language;
- Excellent interpersonal and communications skills.
- Ability to prioritize and manage a demanding workload;
- Strong analytical skills combined with good judgment.

IV- Desirable Competencies

- International experience in crisis areas with multi-national and international organisations;
- Experience in report writing, particularly from a post-conflict environment;
- Knowledge of Russian and/or Georgian.

EUMM Georgia

Department/Unit	Location	Employment Regime
Operations Department/ Field Office Zugdidi	Zugdidi	Seconded
Position Code	Position Name	Post Category
GEO ZO 03	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 organisations.

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 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- 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 organisations;
- 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 Zugdidi	Zugdidi	Seconded
Position Code	Position Name	Post Category
GEO ZO 08	Reporting and 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 all periodic and regular reports (daily/weekly/monthly) in accordance with the prescribed instruction of the Mission Ops plan, in addition has oversight of special reports as directed by FOC;
- 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 knowledge data bases within the FO;
- Ensures, the meeting of deadlines in respect to outputs and benchmarks relating to the Mission Monitoring Plan;
- Debriefs all FO patrols immediately after their return to the FO from their daily patrol duty to ensure that 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

- Superior drafting skills in English language;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Capable of conducting analysis based on Information and knowledge Management as well as using databases;
- Experience in compiling texts and or report writing, particularly from a post-conflict environment;
- Demonstrated credible experience in an operational environment;
- Excellent interpersonal and communications skills;
- Strong analytical skills combined with good judgment;
- Ability to prioritize and manage a demanding workload.

IV- Desirable Competencies

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

EUMM Georgia

Department/Unit	Location	Employment Regime
Operations Department/ Field Office Gori	Gori	Seconded
Position Code	Position Name	Post Category
GEO GO 01	Field Office Chief	N/A

Security Clearance Level: EU Secret

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

I- Main Tasks & responsibilities

- Oversees the work of the monitors and ensures that the monitoring activities are performed in full compliance with the Agreements of 12 August and 8 September 2008 respectively;
- Makes sure that activities, leading to the achievement of the outputs and benchmarks of the Mission Monitoring Plan are completed properly and on time;
- Ensures that the FO daily reports, and Patrol reports adequately reflect the various components of the mandate, i.e. (i) stabilisation of the situation in the AOR, particularly in the former zone of conflict; (ii) normalization, with focus on rule of law, effective law enforcement structures and public order, and the security of transport links, energy infrastructures and utilities, as well as the political and security aspects of the return of internally displaced persons (IDPs) and refugees; and, (iii) confidence building;
- Monitors human rights issues and the implementation of human rights conventions in accordance with the EU legislation in the FO area of responsibility;
- Reports on alleged human rights violations and makes sure that cases of alleged human rights violations are brought to the attention of local authorities and, if necessary, forwarded to relevant international organisations for further scrutiny and follow-up;
- In consultation with Ops at Mission HQ, identifies confidence-building measures, particularly those for implementation in the adjacent zone (ADZ) or along the administrative boundary line (ABL);
- Co-operates with relevant local (municipal and regional) authorities and international organisations located in the FO AoR with a view monitoring problem areas;
- Submits reports to Mission HQ (HoOps and Reporting & Information Section) that contain a high level of accuracy and analysis; and,
- Undertakes any other related tasks and carries out ad hoc activities as required by HoM, DHoM and 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 which 3 years in management position.

III- Required Competencies

- Demonstrable successful leadership and 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;
- A high level of competence in written and spoken English.

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 Organisations;
- 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 Mtskheta	Mtskheta	Seconded
Position Code	Position Name	Post Category
GEO MO 02	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 in all regards for the FOC in his/her absence;
- 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;
- A high level of competence in written and spoken English.

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 organisations;
- 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 Offices	As above	Seconded
Position Code	Position Name	Post Category
As above	Monitor (46 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

- Performs monitoring activities as directed by TL (or others as appropriate);
- Monitors full compliance of all parties with the Agreements of 12 August and 8 September 2008, ending hostilities in Georgia and compliance with Memorandum of Understanding with MIA and MoD;
- Monitors, conduct analyses and reports on requested 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, via TL and FOC, and for approval by HoM/DHoM, confidence-building activities and measures;
- Cooperates with all relevant authorities, local and international organisations when instructed by TL;
- Contributes to the production of accurate required reports, making recommendations for improvement and including non-compliance reports, as necessary;
- Assists, advices and updates the Field Office Chief and HoOps, especially for critical or emergency events that require immediate action/reaction in all mandate/essential areas, through chain of command;
- 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 organisations.

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 organisations.
- 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.).