

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>	See below			
<b>Availability:</b>	As soon as possible			
<b>Staff Regime:</b>	Seconded/Contracted			
GEO Job Titles/Vacancy Notice:	Ref.	Name of the post	Nr of positions	Available on
	<u>Seconded (1)</u>			
	GEO ZO 02	Deputy Field Office Chief (FO Zugdidi)	1	ASAP
	<u>Seconded/Contracted (1)</u>			
	GEO AD 1a	Head of Mission Support	1	ASAP
<b>Deadline for applications:</b>	19 September 2014 at 1700 Brussels time			
<b>E-mail address to send the Job Application Form/CV:</b>	<a href="mailto:cpcc.eummgeorgia@eeas.europa.eu">cpcc.eummgeorgia@eeas.europa.eu</a>			

<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC:</p> <p>e-mail: <a href="mailto:cpcc.cfc@eeas.europa.eu">cpcc.cfc@eeas.europa.eu</a>  <a href="mailto:frank.borchers@eeas.europa.eu">frank.borchers@eeas.europa.eu</a></p>
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**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 <sup>(1)</sup>. 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.

**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

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<sup>(1)</sup>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.

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. 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**

Position Name: <b>Deputy Field Office Chief</b>	Employment Regime: <b>Seconded</b>	Post Category:
Ref. Number: <b>GEO ZO 02</b>	Location: <b>Zugdidi</b>	Availability: <b>As soon as possible</b>
Component/Department/Unit: <b>Operations Department/ Field Office Zugdidi</b>	Level of Security Clearance: <b>EU Secret</b>	Open to Invited Third States: <b>No</b>

#### **Reporting Line:**

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.

## Seconded/Contracted

Position Name: <b>Head of Mission Support</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category: <b>Expert</b>
Ref. Number: <b>GEO AD 1a</b>	Location: <b>Tbilisi</b>	Availability: <b>As soon as possible</b>
Component/Department/Unit: <b>Mission Support</b>	Level of Security Clearance: <b>EU Secret</b>	Open to Invited Third States: <b>No</b>

### **Reporting Line:**

The Head of Mission Support reports for financial matters directly to the HoM while keeping the DHoM/CoS informed.

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

- Assists and advises the Head of Mission on all administrative and finance issues;
- Assists the HoM to set-up and maintain adequate internal control environment thus ensuring sound financial management;
- Commands and coordinates the branch activities setting goals and deadlines and defining procedures and responsibilities;
- Leads the process to define and address the global administrative requirements of the mission including, inter alia, finance and budgetary requirements, human resources and procurement;
- Leads the staff responsible for the effective security and control of designated funds allocated to the mission and all necessary internal and external administrative functions;
- Monitors and directs day-to-day personnel, financial and administrative activities of the mission, as well as to lead the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- Leads the process of developing suitable induction training packages on administrative matters for new members;
- To be able to propose operational and management decisions that have the objective to increase the efficiency of the mission;
- Provides financial advice, assisting in the formulation of financial strategies;
- Provides financial and budgetary management and development of essential policies for accounting and control for finance;
- Supervises and coordinates activities related to budget, cash and banks, accountancy, reports, and relations with the commission;
- In conjunction with CFO, manages accounts, payments, treasury, payroll, financial system, claims and other financial functions;
- Limits financial risk by taking action and evaluation the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- Undertakes any other related tasks as required by the Head of Mission.

## **II- Eligibility Criteria:**

- Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Law, Public Administration, Finance/Accounting or in a closely related field relevant to the post, where the normal duration of university education in the country awarded is four (4) years or more.
- A minimum 10 years of working experience related to the post tasks, in which 5 years in a management position;

## **III- Required Competencies:**

- Sound experience in leading administration, HR and financial management activities;
- Experience in accounting;
- Experience in EU financial management and procurement rules;
- Excellent analytical, research and problem-solving skills.

## **IV- Desirable 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.