

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Georgia (EUMM Georgia) 3-2017 Call for Contributions				
Organisation:	EUMM Georgia			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (28)</u>			
	GEO HO 02a	Deputy Head of Mission/Chief of Staff	Tbilisi	03 Apr 2018
	GEO AR 01	Head of Analytical Reporting and Outreach Department	Tbilisi	03 Jan 2018
	GEO SW 02	Watchkeeper	Tbilisi	01 Mar 2018
	GEO SE 07	Security Liaison Officer	Zugdidi	03 Apr 2018
	GEO ZM 02	Monitor	Zugdidi	03 Apr 2018
	GEO ZM 05	Monitor	Zugdidi	26 Mar 2018
	GEO ZM 10	Monitor	Zugdidi	13 Mar 2018
	GEO ZM 19	Monitor	Zugdidi	05 Mar 2018
	GEO ZM 22	Monitor	Zugdidi	28 Mar 2018
	GEO ZM 25	Monitor	Zugdidi	01 Mar 2018
	GEO ZM 26	Monitor	Zugdidi	16 Jan 2018
	GEO ZM 28	Monitor	Zugdidi	6 Feb 2018
	GEO ZM 29**	Monitor	Zugdidi	03 Jan 2018
	GEO ZM 33	Monitor	Zugdidi	22 Jan 2018
	GEO ZM 34	Monitor	Zugdidi	07 Mar 2018
	GEO GO 04	Operations Officer	Gori	07 Mar 2018
	GEO GM 04	Monitor	Gori	30 Apr 2018
	GEO GM 07	Monitor	Gori	06 Mar 2018
	GEO GM 13	Monitor	Gori	01 May 2018
	GEO GM 14	Monitor	Gori	10 Apr 2018
	GEO GM 35	Monitor	Gori	10 Apr 2018
	GEO GM 42*	Monitor	Gori	01 Mar 2018
	GEO MM 01	Monitor	Mtskheta	16 Apr 2018
	GEO MM 03	Monitor	Mtskheta	27 Apr 2018
	GEO MM 08**	Monitor	Mtskheta	03 Jan 2018
	GEO MM 15	Monitor	Mtskheta	16 Apr 2018
GEO MM 29	Monitor	Mtskheta	01 Mar 2018	

	GEO MM 34**	Monitor	Mtskheta	03 Jan 2018
	Seconded/Contracted (1)			
	GEO AD 01a	Head of Mission Support Department	Tbilisi	03 Jan 2018
Deadline for Applications:	Friday 10 November 2017 at 17:00 (Brussels time)			
E-mail Address to send the Job Application Form to:	<p>cpcc.eummgeorgia@eeas.europa.eu or https://goalkeeper.eeas.europa.eu/registrar/ (for seconded candidates by EU Member States only)</p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Katarina Grape katarina.grape@ext.eeas.europa.eu +32 (0)2 584 39 29</p>			

* The availability of this position is subject to the non-confirmation of a request for extension.

** The availability of this position is subject to the non-confirmation of a selection.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU 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 the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

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

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

A. Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions:

Citizenship – Citizenship of an EU Member State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates are not allowed to provide or discuss any

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates 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. They shall carry out their duties and act in the interest of the Mission.

Communication Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

Language Skills¹ – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

Physical and Mental Health – The candidates must be 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.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Training – e-Hest² or equivalent.

Education – A recognised academic qualification under the European Qualifications Framework (EQF)³, or equivalent, at a level specified in the individual job descriptions.

Driving Licence – The candidates must be in possession of a valid – including Mission area - civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

¹ [Common European Framework of References for Languages](#)

² <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

³ <https://ec.europa.eu/ploteus/content/descriptors-page>

B. Desirable Requirements

Knowledge of the EU Institutions – The candidates should have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Knowledge of the Mission Area – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures.

Knowledge and Experience of SSR – The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence – Category C driving licence.

C. Essential Documents for Selected Candidates

Passport – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – EU Member States and selected candidates 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.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

Medical Certificate – The selected candidates should undergo a medical examination and be certified medically fit for Mission duty by a competent authority from the EU Member States. A copy of this certification must accompany deployed seconded/contracted personnel.

D. Additional Information on the Selection Process

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages the EU 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 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 shortlisted 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 for interviews, the EU Member States will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

E. Data Protection

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The [Privacy statement](#) is available on the EEAS website>. [Privacy Statement](#).

F. Job Descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

SECONDED POSITIONS

Position Name: Deputy Head of Mission /Chief of Staff	Employment Regime: Seconded	
Ref. Number: GEO HO 02a	Location: Tbilisi	Availability: 03 Apr 2018
Component/Department/Unit: HoM and DHoM/CoS Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Mission/Chief of Staff reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP) in consultation with the Chief of Staff;
- To deputise for the HoM in his/her absence;
- To support the HoM in liaising with the Incident Prevention and Response Mechanism (IPRM) participants and with international organisations and diplomatic representatives;
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC;
- To act as the primary interlocutor at senior management level for the Local Staff Committee;
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and WPS;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the HoM.

3. Mission Specific Tasks and Responsibilities:

- To manage and oversee day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities;
- To explore and to make proposals for organisational and management decisions;
- To ensure that liaison and coordination are consistently maintained with EU, non-EU and local stakeholders according to HoM's instructions;
- To ensure that Standard Operating Procedures (SOPs) for the Mission are properly developed, implemented and periodically reviewed;
- To ensure that all Mission components contribute to identifying and reporting on lessons learned and best practices within their respective fields of responsibility;
- To support the HoM in the duty of care of Mission personnel.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level;
- Experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.

5. Essential Knowledge, Skills and Abilities:

- Capacity to lead and oversee a Mission with staff members of different professional backgrounds;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Knowledge of diplomatic protocol;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- Ability to demonstrate political and diplomatic acumen.

6. Desirable Qualifications and Experience:

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language(s).

Position Name: Head of Analytical Reporting and Outreach Department	Employment Regime: Seconded	
Ref. number: GEO AR 01	Location: Tbilisi	Availability: 03 Jan 2017
Component/Department/Unit: Analytical Reporting and Outreach Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Analytical Reporting and Outreach Department (HoAROD) reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To supervise and manage the Analytical Reporting and Outreach Department (AROD), its units and staff, to coordinate within the Department and with other Mission Departments and to give overall direction and to provide overall guidance;
- To provide political and strategic advice to HoM and Deputy Head of Mission/Chief of Staff (DHoM/CoS) on issues within the Department's responsibility, in particular on the Mission's overall planning, on political issues and on the Mission's reporting to EU policy makers;
- To conduct, in consultation with HoM, DHoM/CoS, Head of Operations (HoOps) and/or the Deputy Head of Department, long and short term planning for the Mission's reporting cycle and analytical needs;
- To liaise with the EU family on the ground and, through CPCC, with relevant EU actors and EU Members States' representatives in Brussels, as necessary;
- To coordinate the Mission's outreach to other stakeholders;
- To approve the Mission's external reporting before submission to HoM and DHoM/CoS for final approval;
- To define information requirements needed for the Mission's reporting in close cooperation with HoOps;
- In line with HoM and DHoM/CoS instructions, to help to design, develop and implement new policies within the framework of the Mission's mandate;
- To assume the responsibility of budget line holder for funds administered by the Department;
- To assume responsibility for the management of contracts relevant to the Department's tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending actions that may arise due to breach of contract, etc.;
- To undertake any other relevant tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities:

- To advise the HoM and DHoM/CoS on all political matters relating to the Mission;
- To follow closely political developments in Georgia, including in Abkhazia and South Ossetia, and in the wider region, and to maintain regular contact with key stakeholders;
- To ensure quality control of internal / external reporting products and other papers / briefs;
- To represent the Mission on HoM or DHoM/CoS instruction in outreach activities.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 10 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 5 years at management level;
- Strong analytical background combined with excellent political awareness and judgement;
- Experience to engage with senior officials/ governmental level decision makers;
- Experience in mentoring and motivating staff.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Leadership skills;
- Ability to manage concurrent activities and to make certain all deadlines are met;
- Clear and concise drafting, report writing and editing skills;
- Presentation skills;
- Ability to acquire useful information from a variety of sources;
- Diplomacy and tact, negotiation and decision-making skills;
- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment.

6. Desirable Qualifications and Experience:

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

7. Desirable Knowledge, Skills and Abilities:

Position Name: Watchkeeper	Employment Regime: Seconded	
Ref. number: GEO SW 02	Location: Tbilisi	Availability: 01 Mar 2018
Component/Department/Unit: Security/ Watchkeeping Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Watchkeeper reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

- To collect, disseminate and maintain all incoming reports/information from different sources within the Mission area;
- To prepare situation summaries for the Mission;
- To assume Duty Officer responsibilities during silent hours;
- To review incoming messages, to determine urgency and alert the relevant Mission elements and responsible staff members;
- To alert and inform key security personnel and senior management of important developments;
- To encrypt and decrypt reports for inward/outward transmission as required;
- To undertake any other relevant tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities:

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Social Sciences, Business Administration, Public Administration, Police or Military Sciences or other relevant field; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in liaison with law enforcement authorities;
- Experience in acquiring, dealing and disseminating information coming from variety of sources.

5. Essential Knowledge, Skills and Abilities:

- Multi-tasking competencies;
- Clear and concise drafting, report writing skills;
- Ability to use communication tools and systems;
- Knowledge of the police, judiciary and governmental structures;
- Knowledge of handling, communicating and storing Classified information;
- Good computer skills - Experienced user of MS Office suites and databases.

6. Desirable Qualifications and Experience:

- Work experience preferably as a Watchkeeper, Operations Officer or Duty Officer;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language.
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Position Name: Security Liaison Officer	Employment Regime: Seconded	
Ref. number: GEO SE 07	Location: Zugdidi	Availability: 03 Apr 2018
Component/Department/Unit: Security	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Security Liaison Officer (SLO) reports to the Senior Mission Security Officer (SMSO) through the Mission Security Officer (MSO).

2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To ensure that all Mission security guidelines are implemented across the Field Office (FO) Area of Responsibility (AoR);
- To liaise with local Police from the security perspective, including management of road traffic accidents, or any other incident relating to the security and safety of the FO staff or assets;
- To investigate traffic accidents and other incidents affecting the safety and security of FO personnel, premises and assets;
- To conduct periodic security risk assessments and to issue regular written up-dates on security;
- To supervise and monitor the outsourced security guards and access control, and to advise as required;
- To participate in updating the Standard Operating Procedures (SOPs), Contingency Plans and Evacuation and Relocation Plans;
- To coordinate the training on prevention of fire, as well as modular training to support the delivery of Safety and Security Awareness Training (SSAT);
- To drive EUMM vehicles with manual and automatic transmission in rough terrain;
- To deputise during the absence of the MSO.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in liaison with law enforcement authorities;
- Relevant experience in handling EU classified information, or similar;
- International experience, particularly in crisis areas with multi-national and international organisations.

5. Essential Knowledge, Skills and Abilities:

- Planning, and time-management skills;
- Ability to acquire, analyse and integrate diverse information from a variety of sources;
- Clear and concise drafting and report writing skills;
- Sensitivity and ability to handle sensitive matters;
- Ability to perform under stress and in difficult circumstances.

6. Desirable Qualifications and Experience:

- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Civilian driving licence class C.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Knowledge of Russian and/or Georgian language.

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. number: GEO GO 04	Location: Gori	Availability: 07 Mar 2018
Component/Department/Unit: Operations Department/ Field Office Gori	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Operations Officer reports to the Head of Field Office (HoFO).

2. Main Tasks and Responsibilities:

- To conduct quantitative and qualitative analysis of inputs originating from the Field Office's (FO) operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To plan, task and oversee the execution of all FO patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow through the FO by briefing staff and compiling reports so that all FO personnel are kept informed and updated on events;
- To maintain and update Standard Operating Procedures (SOPs);
- To handle incidents and events in the Area of Responsibility (AoR) as a member of the Field Office Security Management Team;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To suggest amendments to Mission HQ Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities in the FO;
- To plan visits of external official visitors to the FO, and to conduct external activities.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience in an operational environment with a demanding workload and tight deadlines, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Organisational, prioritisation, planning, and time-management skills;
 - Conceptual and strategic skills;
 - Writing skills for drafting concise and accurate operational reports;
 - Presentation skills;
 - Analytical capability and knowledge of information collection and analytical methods.
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6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

Position Name: Monitor	Employment Regime: Seconded	
Ref. number: Generic	Location: Zugdidi/Gori/Mtskheta	Availability: See page 1&2
Component/Department/Unit: Operations Department/ Field Office Zugdidi/Gori/Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Monitor reports to the Head of Field Office (HoFO), through the Team Leader (TL).

2. Main Tasks and Responsibilities:

- To conduct monitoring activities in full compliance with the Mission's mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the FO Area of Responsibility (AoR), in line with the various components of the Mission's mandate;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission's mandate that require immediate action/reaction by Line Management;
- To undertake any other related tasks, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To monitor full compliance of all parties with the Agreements of 12 August and 8 September 2008 ending hostilities in Georgia and compliance with the Technical Arrangements with the Georgian Ministry of Internal Affairs (MIA), State Security Service of Georgia (SSSG) and Ministry of Defence (MoD);
- To monitor, report and analyse the on-going normalisation process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order;
- To monitor, report and analyse the situation of Internally Displaced Persons (IDPs), Refugees and Returnees;
- To monitor the security of transport links, energy infrastructures and public utilities;
- To monitor human rights issues and the implementation of the human rights measures in conformity with the Mission mandate and tasks;
- To report on possible human rights violations in conformity with the Mission mandate and tasks;
- To propose, via the TL and HoFO, for approval by HoM and DHoM/CoS, confidence-building activities and measures;
- To cooperate with all relevant authorities, local and international organisations when instructed by the TL;
- To drive EUMM vehicles with manual and automatic transmission during patrols in rough terrain and on duty trips.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum 3 years of relevant professional experience in the police, military, public administration, political science, human rights or humanitarian organisations, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experienced driver of vehicles with manual transmission and over rough terrain;
- Ability to acquire, analyse and manage information from a variety of sources, and writing skills for drafting accurate reports.

6. Desirable Qualifications and Experience:

- Experience of working with civil society;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions ("do no harm");
- Experience in working on land ownership issues, land disputes and property law;
- Experience in preparing project proposals and action plans;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Basic understanding of topographic maps, colours, symbols and scales;
- Ability to conduct analysis based on information, knowledge management and databases;
- Category C driving license;
- Any other specialised 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.).

SECONDED/CONTRACTED POSITION

Position Name: Head of Mission Support Department	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. number: GEO AD 01a	Location: Tbilisi	Availability: 03 Jan 2018
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Mission Support Department (HoMSD) reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To assist and advise the HoM on all administrative and general support issues;
- To lead, direct and manage the Mission Support Department (comprising Human Resources, Procurement, Planning and Contracting, Finance and General Support and Services);
- To ensure that all Mission Support subordinate sections and the operational sections work in a coordinated and cohesive manner to support the Mission mandate and Implementation Plan and tasks as directed by HoM;
- To be responsible for the implementation of the budget in accordance with the Financial Regulations applicable to the General Budget of the European Union and its implementing Rules and the internal guidelines created for the Mission;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions related to the efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To supervise the efficient monitoring and review of legal contracts relating to international civilian and local personnel, and enable timely recruitment to cover absence and job vacancies, utilising established advertising procedures;
- To monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as prepare all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To coordinate on strategic and operative Mission Support matters with internal, external and relevant EU functions;
- To coordinate the set-up of the Mission Support Management Information System;
- To follow internal and external developments relating to the Mission goals and fully brief the Head of Mission on the administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts relating with the acquisitions and maintenance/service contracts, including insurance issues;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To propose operational and management decisions that have the objective to increase the efficiency of the Mission;
- To limit financial risk by taking action and evaluation the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To lead the process of developing suitable induction training package on administrative matters for new Mission members.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at management level;
- Proven experience in leading Administration, HR, Procurement, Financial Management and/or General Support Services activities.

5. Essential Knowledge, Skills and Abilities:

- Analytical, research and problem-solving skills;
- Ability to work in a demanding, deadline-driven environment;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- Leadership skills to lead teams and develop solutions.

6. Desirable Qualifications and Experience:

- Knowledge of EU financial management and EU procurement rules;
- Experience in planning complex projects and reporting;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Master's Degree in Business Administration, Management, Project Management or/and international certification in management/leadership/project management.

7. Desirable Knowledge, Skills and Abilities:

