

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

European Union CSDP Mission in Georgia (EUMM Georgia) 1-2018 Call for Contributions				
<b>Organisation:</b>	EUMM Georgia			
<b>Job Location:</b>	As indicated below			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (25)</u></b>			
	GEO AD 04**	Deputy Head of Mission Support Department/CRC Member	Tbilisi	01 May 2018
	GEO SW 02	Watchkeeper	Tbilisi	01 May 2018
	GEO SW 03	Watchkeeper	Tbilisi	13 Aug 2018
	GEO ZM 03	Monitor	Zugdidi	01 May 2018
	GEO ZM 06	Monitor	Zugdidi	27 Aug 2018
	GEO ZM 09	Monitor	Zugdidi	15 May 2018
	GEO ZM 16	Monitor	Zugdidi	21 Jun 2018
	GEO ZM 17	Monitor	Zugdidi	02 Jul 2018
	GEO ZM 21	Monitor	Zugdidi	12 Jun 2018
	GEO ZM 35	Monitor	Zugdidi	11 Jun 2018
	GEO ZM 41	Monitor	Zugdidi	20 Jun 2018
	GEO GO 01a	Head of Field Office	Gori	25 Jun 2018
	GEO GO 09	Reporting and Information Officer	Gori	31 Aug 2018
	GEO GM 09	Monitor	Gori	09 Aug 2018
	GEO GM 16*	Monitor	Gori	04 Jul 2018
	GEO GM 21	Monitor	Gori	20 Aug 2018
	GEO GM 27*	Monitor	Gori	13 Aug 2018
	GEO GM 36	Monitor	Gori	17 May 2018
	GEO GM 40	Monitor	Gori	25 Jul 2018
	GEO GM 45	Monitor	Gori	25 Jun 2018
	GEO MO 01	Head of Field Office	Mtskheta	24 May 2018
	GEO MO 02a	Deputy Head of Field Office	Mtskheta	06 Jun 2018
	GEO MO 04	Operations Officer	Mtskheta	16 May 2018
	GEO SE 09***	Security Liaison Officer	Mtskheta	01 May 2018

	GEO MM 33*	Monitor	Mtskheta	06 Jun 2018
	<b><u>Seconded/Contracted (3)</u></b>			
	GEO AH 02b***	Human Resources Officer	Tbilisi	04 Jun 2018
	GEO AP 03a	Procurement Officer	Tbilisi	01 May 2018
	GEO SE 06a	Mission Security Officer	Gori	01 May 2018
<b>Deadline for Applications:</b>	Wednesday 14 March 2018 at 17:00 (Brussels time)			
<b>Submit Application Form to:</b>	<b>cpcc.eummgeorgia@eeas.europa.eu</b> <b>or</b> <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a> <b>(for seconded candidates by EU Member States only)</b>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <b>Ms Katarina Grape</b> <b>katarina.grape@ext.eeas.europa.eu</b> <b>+32 (0)2 584 39 29</b>			

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

\*\* This position will also be advertised in the forthcoming CfC for the Core Responsiveness Capacity (CRC).

\*\*\*The availability of this position is subject to an intention to resign.

**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 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 Skills**<sup>1</sup> – 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-Hest<sup>2</sup> or equivalent.

**Education** – A recognised academic qualification under the European Qualifications Framework (EQF)<sup>3</sup>, 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.*

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<sup>1</sup> [Common European Framework of References for Languages](#)

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

<sup>3</sup> <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

<b>Position Name:</b> Deputy Head of Mission Support Department/CRC Member**	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO AD 04	<b>Location:</b> Tbilisi	<b>Availability:</b> 01 May 2018
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

### 2. Main Tasks and Responsibilities:

- To deputise for the Head of Mission Support Department in his/her absence;
- To support the HoMSD in implementing Mission activities in accordance with the Mission's OPLAN, EU regulations and rules, and the HoM's guidance, through the Heads of Section responsible for the respective administrative areas;
- To provide inputs to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's administration requirements;
- To ensure timely and accurate reporting from the Mission Support to the relevant stakeholders in accordance with the reporting requirements of the Mission;
- To ensure the consistency and sustainability of Mission Support activities over time;
- To ensure that Mission staff members working under the responsibility of the HoMSD, receive proper induction training to the Mission and their jobs;
- To ensure that the MSD Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff, working under the responsibility of the HoMSD, identify and report lessons identified and develop these to become lessons learned and best practices within their respective fields of responsibility;
- To ensure that Mission staff working under the responsibility of the HoMSD are frequently updated on the Mission's mandate implementation progress and any significant changes;
- 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).

### 3.1 Mission Specific Tasks and Responsibilities:

- To assist the HoMSD to maintain continuous lines of communication within the MSD;
- To identify and oversee the administrative and operational needs of Mission Support activities in the Field Offices;
- To coordinate and oversee the medical structure in the Mission;
- To supervise the work of the Mission Medical Coordinator;
- To propose to the HoMSD, administrative areas in the Mission for improvement.

### **3.2 Core Responsiveness Capacity Tasks and Responsibilities:**

- To participate in the planning and start-up of Missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closure of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

### **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
- A minimum of 10 years of relevant experience, after having fulfilled the education requirements, out of which minimum 5 years at management level.

### **5. Essential Knowledge, Skills and Abilities:**

- Ability to establish/review priorities, to plan, monitor and evaluate;
- Ability to mentor and motivate staff.

### **6. Desirable Qualifications and Experience:**

- Senior management experience in an international organisation operating in a conflict or post conflict situation;
- Master in Business or Public Administration, management, business administration or other related subjects;
- Medical degree;
- At least ten years of work experience in the fields of Finance, Procurement, Human Resources, IT and Logistics;
- Experience in planning complex projects and reporting;
- Experience in medical planning / medical risk assessments;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid.

### **7. Desirable Knowledge, Skills and Abilities:**

- Excellent interpersonal skills;
- Ability to adapt quickly, use own initiative and make sound and timely decisions;
- Ability to manage and coordinate a diverse team.

<b>Position Name:</b> Watchkeeper	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO SW 02 GEO SW 03	<b>Location:</b> Tbilisi	<b>Availability:</b> 01 May 2018 13 Aug 2018
<b>Component/Department/Unit:</b> Security/ Watchkeeping Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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 Manager(s).

### 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.

<b>Position Name:</b> Head of Field Office	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO GO 01 GEO MO 01	<b>Location:</b> Gori Mtskheta	<b>Availability:</b> 25 Jun 2018 24 May 2018
<b>Component/Department/Unit:</b> Operations Department/Field Offices Gori and Mtskheta	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To direct and manage the work and staff of the Field Office (FO) in accordance with the Mission's planning documents, instructions and guidance;
- To oversee the FO's contribution to the Mission's internal and external reporting;
- To coordinate the Mission Support related aspects of the FO, under the guidance of the Head of Mission Support Department;
- To assess the consistency and sustainability of the Mission's activities over time, and to provide recommendations for the improvement of performance;
- To co-operate with relevant local (municipal and regional) authorities, civil society, and international organisations in close cooperation with MHQ);
- To ensure, in coordination with the Mission's Security, that FO staff perform their work in a secure and safe environment;
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the FO;
- To supervise the input to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's operational requirements;
- To maintain close coordination with the other Mission's operational and support components;
- To ensure that Mission staff contribute to identifying and reporting lessons learned and best practices within their respective area of responsibility;
- To ensure that the FO staff are periodically updated on the progress of implementation of the mandate;
- To promote a positive working environment, and to continuously maintain a fair, realistic and transparent system of performance evaluation for all FO staff;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To oversee the work of the National and International staff in the FO and to ensure that the monitoring activities are performed in accordance with all relevant agreements;
- To oversee that all activities, including monitoring, patrolling, outreach and reporting, adequately reflect the various components of the mandate, and are documented accordingly;
- To monitor human rights issues and issues related to women, peace and security in accordance with the relevant international conventions, resolutions and EU legislation;
- To ensure timely and accurate reporting to Mission HQ on alleged human rights violations;
- To identify confidence-building measures and projects in the Area of Responsibility of the FO;
- To submit timely, accurate factual/analytical reports to Mission HQ which also include a gender perspective.

#### **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 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to use own initiative and make sound and timely decisions;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diverse team.

#### **6. Desirable Qualifications and Experience:**

- Experience at a senior level managing operations in a civilian/humanitarian, police or military context;
- International experience, particularly in crisis areas with multi-national and International Organisations;
- Excellent interpersonal skills;
- Experience in implementing the principles of a Code of Conduct within a fast changing work environment;
- Ability to remain flexible, adapt quickly, prioritise, and to work within limited time frames;
- Professional qualification and/or certificate in management/leadership.

#### **7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position Name:</b> Reporting and Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO GO 09	<b>Location:</b> Gori	<b>Availability:</b> 31 Aug 2018
<b>Component/Department/Unit:</b> Operations Department/ Field Office Gori	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Reporting and Information Officer reports to the Head of Field Office (HoFO).

### 2. Main Tasks and Responsibilities:

- To compile all regular reports (daily/weekly/monthly) and special operational reports in accordance with relevant Mission planning documents;
- To identify significant events and trends, supported by, where possible, quantifiable data;
- To identify knowledge gaps on mandate-sensitive issues;
- To propose potential themes that merit further study in order to best implement the Mission mandate;
- To maintain and to regularly update the computerised knowledge databases and statistics within the Field Office (FO);
- To work to and to meet all deadlines as determined by relevant Mission planning documents;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To debrief all FO patrols after their return from their daily patrol duties to the FO so that all relevant monitoring information is available as input to the daily FO reports;
- To review patrol reports for quality and accuracy, and to advise patrol leaders and team leaders accordingly;
- To process and to analyse information gathered by patrols;
- To draft and to deliver briefings to visitors to the FO, including high-level delegations.

### 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 the field of public administration, political science, intelligence or in a related field, after having fulfilled the education requirements;
- Experience in report writing - preferably in relation to a post-conflict environment.

**5. Essential Knowledge, Skills and Abilities:**

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, highly developed drafting and editing skills;
- Ability to prioritise and manage a demanding workload;
- Capability of conducting analysis based on information and knowledge management, as well as databases.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in an operational environment in a civilian/humanitarian, police or military context.

**7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position Name:</b> Deputy Head of Field Office	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO MO 02a	<b>Location:</b> Mtskheta	<b>Availability:</b> 06 Jun 2018
<b>Component/Department/Unit:</b> Operations Department/ Field Office Mtskheta	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Field Office (DHoFO) reports to the Head of Field Office (HoFO).

### 2. Main Tasks and Responsibilities:

In the absence of the Head of Field Office:

- To direct and manage the work and staff of the Field Office (FO) in accordance with the Mission's planning documents, instructions and guidance;
- To ensure that FO staff contribute to identifying and reporting lessons learned and best practices within their respective area of responsibility.

*And at all other times:*

- To support the FO's contribution to the Mission's internal and external reporting, and to provide recommendations for the improvement of performance;
- To co-operate with relevant local (municipal and regional) authorities, civil society, and international organisations in close co-operation with the Mission HQ;
- To coordinate and supervise the coordination/cooperation with local authorities, civil society, other EU actors and International Organisations;
- To ensure, in coordination with the Mission's Security, that FO staff perform their work in a secure and safe environment;
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the FO;
- To support the input to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's operational requirements;
- To ensure that the FO staff are periodically updated on the progress of implementation of the mandate;
- To promote a positive working environment, and to assist the HoFO in continuously maintaining a fair, realistic and transparent system of performance evaluation for all FO staff;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To co-ordinate and manage EUMM structures and services at FO level, relating to the Operations and Mission Support Department, in line with the instructions received by the HoFO;
- To follow-up and to cooperate with the Mission HQ on all issues concerning the timely execution of Mission activities;
- To monitor human rights issues and issues related to women, peace and security in accordance with the relevant international conventions, resolutions and EU legislation;
- To ensure timely and accurate reporting to the Mission HQ on alleged human rights violations;
- To be responsible for the implementation of contingency or emergency plans, as and when required;
- To assist the HoFO in the planning, launching and carrying out of ad hoc activities emanating from political developments, the situation on the ground and unforeseen events;

- To oversee the personnel functions within the FO including the maintenance of the duty roster;
- To identify on-the-job training needs.

#### **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 7 years of relevant professional experience preferably in an operational environment with at least 3 years of experience at management level, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to use own initiative and make sound and timely decisions;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diverse team.

#### **6. Desirable Qualifications and Experience:**

- Experience in managing operations in a civilian/humanitarian, police or military context;
- International experience, particularly in crisis areas with multi-national and International Organisations;
- Excellent interpersonal skills;
- Experience in implementing the principles of a Code of Conduct within a fast changing work environment;
- Ability to remain flexible, adapt quickly, prioritise, and to work within limited time frames;
- Professional qualification and/or certificate in management/leadership;
- Ability to establish good, and diplomatic, relations with government officials.

#### **7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position Name:</b> Operations Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO MO 04	<b>Location:</b> Mtskheta	<b>Availability:</b> 16 May 2018
<b>Component/Department/Unit:</b> Operations Department/ Field Office Mtskheta	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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 and coordinate all operational activities in the FO, including the planning, tasking and overseeing of all FO patrolling activities;
- To organise FO monitoring activities in order to achieve the requirements from the Mission Information Collection Plan (MICP);
- 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) and internal Field Office regulations;
- 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 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.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in managing operations in a civilian/humanitarian, police or military context.

**7. Desirable Knowledge, Skills and Abilities:**

<b>Position Name:</b> Security Liaison Officer***	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO SE 09	<b>Location:</b> Mtskheta	<b>Availability:</b> 01 May 2018
<b>Component/Department/Unit:</b> Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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.

<b>Position Name:</b> Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> Generic	<b>Location:</b> Zugdidi/Gori/Mtskheta	<b>Availability:</b> See page 1&2
<b>Component/Department/Unit:</b> Operations Department/ Field Office Zugdidi/Gori/Mtskheta	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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 Mission's core pillars;
- 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 the Mission's area of responsibility/ interest 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 in accordance with all relevant agreements;
- 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 and report on human rights issues and issues related to women, peace and security in accordance with the relevant international conventions, resolutions and EU legislation;
- To liaise with civil society in relation to the Mission's core pillars;
- To monitor the security of transport links, energy infrastructures and public utilities;
- To propose to the Mission HQ, via the TL and HoFO, 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. (basic instruction on 4x4 driving will be provided).

### 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 public administration, political science, human rights or humanitarian organisations, the police, military, after having fulfilled the education requirements.

## **5. Essential Knowledge, Skills and Abilities:**

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

## **6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- 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;
- Experience in establishing trust and building relationships with conflict affected women and men;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid etc.

## **7. Desirable Knowledge, Skills and Abilities:**

- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Ability to conduct analysis based on information, knowledge management and databases;
- 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 on Women, Peace and Security, human rights, irrigation, etc.);
- Category C driving license.

## SECONDED/CONTRACTED POSITIONS

<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSM)
<b>Ref. number:</b> GEO AH 02b***	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 June 2018
<b>Component/Department/Unit:</b> Mission Support Department/ Human Resources Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Human Resources Officer (HRO) reports to the Head of Human Resources (HoHR).

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the HoHR;
- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for eligible staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement. To participate as a member of selection panels as required; to communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To advise and assist staff members concerning human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To conduct timely issuance and proper management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To maintain updated the personnel databases as appropriate;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance;
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.;
- To undertake any other related tasks as requested by the Line Manager(s).

### **3. Mission Specific Tasks and Responsibilities:**

- To coordinate the arrival in the Mission of new staff;
- To handle special projects related to HR.

### **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 the field of human resources management field, after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems;
- Influencing, persuading, coaching and negotiating skills;
- Analytical, organisational, planning, and time-management skills;
- Ability to prepare HR communications appropriate to the audience.

### **6. Desirable Qualifications and Experience:**

- University or/and Master's Degree in human resources management or/and an international certification in human resources management;
- International experience particularly in crisis areas with multi-national and international organisations;
- Experience in coordinating massive recruitment, and assisting in organisational change in large organisations;
- Experience in creating and conducting presentations to diverse audiences;
- Experience in integrating a gender perspective in HR-related work;
- Training and experience in MS Excel, Access and Visio and building databases with similar software.

### **7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management level (MSML)
<b>Ref. number:</b> GEO AP 03a	<b>Location:</b> Tbilisi	<b>Availability:</b> 01 May 2018
<b>Component/Department/Unit:</b> Mission Support Department/ Procurement Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Procurement Officer reports to the Head of Procurement (HoP).

### 2. Main Tasks and Responsibilities:

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures;
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To assist in the development of internal Mission procurement procedures;
- To conduct market research and analysis;
- To conduct filing and archiving.

### 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 the field of procurement, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Negotiations and project management skills;
- Analytical skills and financial acumen;
- Supply market analysis skills.



**6. Desirable Qualifications and Experience:**

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in financial management of tendering processes and audits;
- International experience, particularly in crisis areas with multi-national and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge and experience in the use of computer technology, including familiarity with planning-relevant software and applications.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. number:</b> GEO SE 06a	<b>Location:</b> Gori	<b>Availability:</b> 01 May 2018
<b>Component/Department/Unit:</b> Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 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 assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and maintain all updated security-related documents;
- To provide comprehensive reports to the SMSO on all incidents affecting MMs, and initiate the appropriate follow up action with the appropriate authorities;
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the Mission;
- To assist the SMSO in reviewing the security level and threat assessment;
- To assist the SMSO in drafting security-related Terms of Reference for the procurement of security equipment, contracts and services;
- To drive EUMM vehicles with manual and automatic transmission during patrols in rough terrain and on duty trips. (basic instruction on 4x4 driving will be provided).

### 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;
- Civilian driving licence class C.

**5. Essential Knowledge, Skills and Abilities:**

- Planning, and time-management skills;
- Analytical skills;

**6. Desirable Qualifications and Experience:**

- University/Master degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- International experience, particularly in crisis areas with multi-national and international Organisations;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of Civilian Crisis Management Course (CMS);
- Ability to contribute creatively to the development of security policies and procedures;
- 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 contribute creatively to the development of security policies and procedures;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure;
- Knowledge of the Mission area and potential security threats.

**7. Desirable Knowledge, Skills and Abilities:**

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