

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

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

Advertisement for EU staff members

Organisation:	EUMM Georgia			
Job Location:	Georgia			
Availability:	As indicated below			
Staff Regime:	As indicated below			
GEO Job Titles/Vacancy Notice:	Ref.	Name of the post	Nr of positions	Available on
	<u>Seconded(1)</u>			
	GEO HO 15	MAC Analyst	1	ASAP
	<u>Seconded/Contracted (1)</u>			
	GEO AD 01a	Head of Mission Support Department	1	ASAP
	<u>Seconded/ Brussels Local Contracted (1)</u>			
	GEO BS 03	Monitoring/Reporting Officer BSE	1	ASAP
ASAP refers to deployment not later than 14.1.2013				
Deadline for applications:	14 December 2012			

E-mail address to send the Job Application Form/CV:	cpcc.eummgeorgia@eeas.europa.eu
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC: e-mail: cpcc.cfc@eeas.europa.eu katarina.grape@ext.eeas.europa.eu

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member States will be considered. Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to Council document 7291/09 (10 March 2009).

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

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

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

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

A. Essential requirements

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

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

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

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

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

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

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

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

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

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

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

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

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of Georgia – To have a good knowledge of the history, culture, social and political situation of the country. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language skills – knowledge of Georgian and Russian will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities.

Visas – Member States and Mission Members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU CONFIDENTIAL or equivalent, unless specified EU SECRET or equivalent in the job description) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license (desirable).

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The General Secretariat encourages Member/Contributing States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member/Contributing State will bear any related costs.

Information on the outcome – Member States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

E. Job descriptions

Seconded

MAC Analyst (GEO HO 15)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: 14.01.2013

The Analyst reports to the Senior Analyst/Head of MAC

Main tasks

- Provides analytical assessments of mid to long term developments affecting opportunities and challenges to mandate implementation, including contributions to early warning of potential threats.
- Contributes to identify and map relevant entities related to the civilian CSDP Mission mandate and key characteristics of the associated information flows, including timelines, accuracy, level of security and format in order to provide a generic view of the mission operational context and the communication needs of actors associated with it, both in the field and towards Brussels.
- Ensures liaison arrangements with similar capabilities of other organizations and entities operating in theatre, as deemed appropriate by HoM.
- Contributes to Mission reports, ensuring the inclusion of relevant assessments.
- Disseminates MAC products internally and/or externally as directed by the HoM or the Chief of Staff, and ensure the security of the information handled by the MAC.
- Contributes to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer responsible for Mission Security.
- Contributes to develop and maintain MAC working methodology and relevant Standard Operating Procedures (SOPs).
- Supports the structuring of Mission information and information flows to make them functional to the generation of analytical products.
- Operationalizes HoM information and analysis requirements (identification, prioritization, planning, tasking).
- Supports the establishment and management of the Mission Information and Knowledge Management System (IKMS) and use it to process information from all Mission components and from accessible sources external to the Mission.
- Undertakes any other tasks, including of administrative nature, as directed by the Senior Analyst/Head of the MAC.

Qualifications and experience

- University degree in Political Sciences, International Relations, Social Sciences or related field or equivalent police or military education.
- Proven skills and experience in the handling, processing and analysis of information from various sources. Minimum of 3 years analytical experience desirable.
- Significant experience in the use of analytical IT packages and processes.
- Excellent interpersonal skills and ability to work dynamically on his/her own initiative in a methodical manner.
- Ability to understand the cultural, social, economic, religious, political and other components of a crisis environment.
- Experience in matters relating to the South Caucasus region, particularly knowledge of Georgian language, history, culture, social and administrative structures is an advantage
- Knowledge of Russian language is a particular advantage.

Seconded/Contracted

Head of Mission Support Department (GEO AD 01a)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: 14.01.2013

Post category: Expert

The Head of Mission Support Department reports to the Head of Mission, while keeping the Chief of Staff fully informed for coordination purposes.

Main tasks and responsibilities:

- To assist and advise the Head of Mission on administrative issues, related to Finance, HR, Procurement and General Support Services;
- To manage, prioritize and direct the work of organisational units within the Mission Support Department to ensure they support the Mission and its operational units in the execution of the Mission's mandate and tasks as set out in planning documents, the Mission Implementation Plan and instructions issued by the HoM;
- To ensure accurate and timely reporting and information flow as per planning documents, including the Mission Implementation Plan and other reports of the mission;
- To ensure compliance with instructions by the Mission management within the Department;
- To ensure the establishment and implementation of necessary rules and procedures as well as the provision of the needed administrative support, including sufficient financial, technical and human resources, to allow the Mission to implement its mandate;
- To ensure proper handling and control of designated funds allocated to the Mission and all necessary internal and external administrative functions related to efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To study and propose operational and management decisions with the objective of increasing the efficiency of the Mission service from an administrative point of view;
- To propose good practices, administrative and management decisions that have the objective to increase the efficiency of the mission;
- To formulate and develop strategies in Finance, HR, Procurement General Support Services in line with relevant rules and procedures;
- To oversee financial. budgetary management and development of essential policies for accounting and control for finance;
- To oversee and supervise activities related to budget, cash and banks, accountancy, reports, and relations with the commission;

- To develop mitigating strategies to reduce financial risk by taking action and evaluation the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- Leads the process of developing suitable induction training packages on administrative matters for new members.
- To undertake any other related tasks as required by Head of Mission

Qualifications and experience:

Essential

Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Law, Public Administration, Finance/Accounting or in a relevant field, where the normal duration of university education in the country awarded is four (4) years or more.

Specification of experience

- Advanced University degree awarded after four years of full-time study. A relevant combination of academic qualifications and extensive experience in the field will be considered in lieu of the Advanced University degree.
- Senior expert with minimum 5 years management experience in the field and at least 10 years of overall professional experience related to the post.
- Sound experience in leading administration, HR and financial management activities.
- Experience in accounting.
- Experience in EU financial management and procurement rules.
- Excellent analytical, research and problem-solving skills.
- International experience, particularly in crisis management/SSR (desirable).

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of Georgia;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

Seconded/Brussels Local Contracted

Monitoring/Reporting Officer / Brussels Support Element (GEO BS 03)

(1 position)

Security Clearance Level: EU Secret

Proposed deployment date: 14.01.2013

Post category: Contract agent (Local staff in Belgium)

The Monitoring /Reporting Officer Logistics Officer reports to the Chief of Staff but is embedded in the CPCC in Brussels and functionally cooperates closely with the Mission Managerial Team

Main tasks

- To follow closely developments in Georgia, in particular those related to the mission's mandate.
- To contribute to EUMM's reporting
- To keep in regular contact with the mission, keeping the mission updated on developments in Brussels and reporting requirements for the mission
- To provide continuous analysis on the mission's approach to monitoring and reporting
- To advise to CPCC in Brussels on relevant issues and to, whenever appropriate, contribute to CPCC's presentations to the Council
- To work closely with appropriate counterparts in the European Commission and its programs, and with the EU Special Representatives' Office in Brussels
- To perform task related to press and public information in coordination with EUMM Press Team in Tbilisi
- Undertakes any other related tasks as required

Qualifications and Experience

- Highly competent in and knowledgeable of issues related to political and monitoring missions
- University degree in Political Sciences, International Relations, Diplomacy, Social Sciences or academic training relevant to the specific post
- International experience preferable, particularly in the crisis area with multi-national and international organizations, ideally on a political advisory mission
- Excellent drafting skills in English. Experience in reporting will be an advantage
- Understanding and experience of the European Institutions and in particular European Security and Defense Policy
- Knowledge of the language (Georgian or Russian), history, culture and the social and administrative structures of Georgia and/or the wider region will be an advantage
- Excellent interpersonal and communications skills