

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 positi ons	Available on
	<u>Seconded/Contracted (4)</u>			
	GEO AH 01a	Chief Human Resources Management Officer	1	ASAP
	GEO HO 13	Financial Controller	1	ASAP
	GEO AC 05	CIS Officer - Database Administrator	1	ASAP
	GEO AT 04	Fleet Maintenance Officer	1	ASAP
	<u>Seconded/ Contracted (Local staff based in Brussels) (1)</u>			
	GEO BS 03	Monitoring/Reporting Officer BSE	1	ASAP
	<u>Seconded (30)</u>			
	GEO HO 03a	Chief of Staff	1	ASAP
	GEO OR 01	Chief Reporting and Information Unit	1	ASAP
	GEO HO 15	Mission Analytical Capability Analyst	1	ASAP
	GEO OW 04	Watchkeeper	1	23.08.2013
	GEO ZM 03	Monitor	7	11.07.2013
	GEO ZM 24			01.07.2013
GEO ZM 26	17.05.2013			

GEO ZM 43			18.05.2013
GEO ZM 48			31.05.2013
GEO ZM 53			31.05.2013
GEO ZM 56			17.05.2013
GEO GO 08	Reporting and Information Officer	1	ASAP
GEO GM 08	Monitor	7	31.07.2013
GEO GM 10			16.05.2013
GEO GM 45			09.05.2013
GEO GM 46			12.05.2013
GEO GM 53			29.05.2013
GEO GM 56			01.05.2013
GEO GM 79			18.05.2013
GEO SE 09	Security Liaison Officer	1	01.08.2013
GEO MO 03	Operations Officer	1	16.08.2013
GEO MO 04	Operations Officer	1	05.05.2013
GEO MO 10	CIS Officer	1	ASAP
GEO MM 03	Monitor	7	30.06.2013
GEO MM 06			ASAP
GEO MM 18			11.07.2013
GEO MM 21			31.05.2013
GEO MM 40			31.08.2013
GEO MM 44			14.05.2013
GEO MM 45			10.05.2013

ASAP refers to deployments not later than 15 April 2013

Deadline for applications:	8 March 2013
E-mail address to send the Job Application Form/CV:	<u>cpcc.eummgeorgia@eeas.europa.eu</u>
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC: e-mail: <u>cpcc.cfc@eeas.europa.eu</u> <u>katarina.grape@ext.eeas.europa.eu</u>

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.

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.

⁽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.

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

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

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

Training – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/index.php>) or equivalent.

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

B. Recommendable requirements

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

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

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

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

C. Essential documents for selected candidates

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

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

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

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

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority

from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

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

D. Additional information on the selection process

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

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

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

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

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

E. Job descriptions

Seconded/Contracted

Chief Human Resources Management Officer (GEO AH 01a)

(1 position)

Post category: Expert

Security Clearance Level: EU Secret

Proposed deployment date: ASAP

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

Main tasks

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

Qualifications and Experience

- University degree awarded after 4 years of full-time study or equivalent Police or/and Military education;
- A minimum of 8 years of Human Resources and/or administration working experience, legal, and operational aspects of human resources and training, in which 3 in an HR management position;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Skilled to operate databases and Office Suite;
- Excellent level of written and spoken English;
- Knowledge of Georgian and/or Russian would be an asset.

Financial Controller (GEO HO 13)

(1 position)

Post category: Mission support staff- Management level

Security Clearance Level: EU Confidential
Proposed deployment date: ASAP

The Financial Controller will be a functionally and administratively independent post reporting directly to the Head of Mission.

Main tasks

- Identifies and maps administrative risks as well as operational risks likely to impact on the administration; designs and establishes risk-mitigation systems (also in the form of Standard Operating Procedures), along the mission's financial circuits with a view to improving the internal control system;
- Defines, in coordination with the Internal Oversight Officer, the Annual Risk-based Plan on the basis of which the bulk of internal audit activities (i.e. ex post verifications) will be conducted to ascertain whether the Mission's financial management is in compliance with the relevant rules and regulations applicable to CSDP missions;
- Based on the Annual Risk-based Plan, produces an annual report on the functioning of the internal control system;
- Acts as the guarantor of the principle of segregation of duties between accounting and authorizing officer, as well as of the delegation of approval authority to budget holders;
- Controls the legality and regularity of closed budgetary operations (i.e. reallocations of funds and riders) and financial transactions (towards third parties and employees).
- Ensures that an accounting system is in place and clearly distinguishes between legal commitments and sums actually spent;
- Controls and verifies, on a regular basis (as scheduled in the Annual Risk-based Plan), treasury (including imprest account established in the form of petty cash box), accounts, book-keeping records and financial management reports;
- Supports the Head of Mission Support Department in advising the HoM in matters concerning financial management and budgetary issues, including safeguarding of assets;
- Implements, in coordination with the Planning and Contracting Officer and others, the European Commission's 'roadmap to the ex post regime', i.e. corrective measures to align the mission's procurement and internal control with the requirements set forth in Art. 56 of the EU Financial Regulation;
- Undertakes any other related tasks as required by the Chief of Staff.

Qualifications and experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- Experience of a minimum of 5 years as auditor and/or accountant, out of which at least 2 years within an EU body;
- Knowledge of the EU Financial Regulation and Implementing Rules is a requisite;

- Certification from an internationally recognized Internal Audit/Accounting body and professional qualification to act in accordance with the internationally established professional internal auditing or auditing standards is desirable;
- Excellent interpersonal and communication skills;
- Knowledge and experience working with computerized financial systems in the area of accounting or financial management;
- Experience of working in a multicultural environment.

CIS Officer/ Database Administrator (GEO AC 05)

(1 position)

Post category: Mission support staff- Management level

Security Clearance Level: EU Secret

Proposed deployment date: ASAP

The CIS Officer/ Database Administrator reports to the Chief of CIS

Main tasks

- Assists Chief CIS Officer on all Communication, Information Systems and Database issues;
- Assists in the development of a communications and network plan for the mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the mission;
- Works closely with other departments within the mission to support development of the Information Knowledge Management System (GIS/Database system);
- Maintains and administers complex MySQL and MS SQL database systems;
- Maintains the Mission's software applications (web-based and/or desktop);
- Identifies needs and defines application/database requirements, organize and implement user training, troubleshoot problems and assist with change requests;
- Maintains all Server, workstation, network and communications systems in use in the Mission with an emphasis on preventative maintenance;
- Assists in the implementation of Information Security policy in the Mission;
- Assists in the identification, establishment and maintenance of a secure radio, computer, and satellite and telephone communications system in support of the mission;
- Assists in the coordination of the number, technical specifications and location of the telecommunications equipment required for the personnel to perform their duties;
- Installs specific available telecommunication systems, software and/or equipment as required;
- Assists in the preparation of the Data Risk Map and the Data Recovery Plan for the EU supported systems, in agreement with the Master Plans;
- Assists in keeping accurate, detailed and updated inventory of the hardware and software distributed Mission wide, under the direction of the Chief CIS Officer;
- Ensures the security of information in theatre according to Council Security regulations;
- Undertakes any other job-related tasks as required by the Chief CIS Officer.

Qualifications and experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education (programmer/analyst education is an asset);
- A minimum of 5 years of experience in information and communication technology management with good knowledge in supplies ordering/acquisition and procurement tenders;
- Knowledge of Web design/programmer skills with experience in IIS Server/ Apache Server, php, html, Ajax, JavaScript;
- Experience in database installation and support for MySQL and MS SQL Server platforms and database programming skills;

- Strong theoretical background and experience in information technology and management, particularly in hardware equipment;
- Ability to draft procedures for the use and management of computer systems and networks;
- System administrator with experience in the Microsoft Environment, Server 2003 / 2008, Exchange 2010 etc. would be an advantage and preferably with a relevant and official certificates;
- Extensive knowledge of hardware specifications and performances;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

Fleet Maintenance Officer (GEO AT 04)

(1 position)

Post category: Mission support staff - Management level

Security Clearance Level: EU Confidential

Proposed deployment date: ASAP

The Fleet Maintenance Officer is responsible to the Chief Transport & Travel Officer (CTTO) and under the direction of the CTTO, the Fleet Maintenance Officer is responsible for the initial preparation, periodic maintenance and repair of the EU owned fleet of vehicles and equipment.

Main tasks

- Manages the outsourced vehicle maintenance workshops including technical assessment of the workshop, prepares contracts and ensures quality control of repairs and maintenance and safety condition of the vehicles;
- Monitors the overall performance of workshops ensuring the appropriate maintenance of individual types based on the age and technical performance of each mark/model;
- Identifies and monitors the requirement for tools / special equipment necessary for the efficient production;
- Proposes withdrawal of vehicles from service, if they are not considered to be roadworthy;
- Conducts accident damage assessments, processes vehicle accident reports and participates in Boards of Inquiry and raising Damage Discrepancy Reports as required;
- Prepares reports and makes recommendations as necessary on various Transport matters within his area of competence;
- Acts as point of contact to the workshops;
- In addition to the above, the Fleet Maintenance Officer also performs a variety of additional, ad-hoc tasks as and when required by the CTTO.

Qualifications and experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of proven professional experience in fleet maintenance issues;
- Fluency in oral and written English, knowledge of Georgian and/or Russian would be considered beneficial;
- Skilled to operate databases and Office Suite;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

Seconded/Contracted (Local staff based in Brussels)

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

(1 position)

Post category: Brussels Support Element

Security Clearance Level: EU Secret
Proposed deployment date: ASAP

The Monitoring /Reporting 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

- Follows closely developments in Georgia, in particular those related to the mission's mandate;
- Contributes to EUMM's reporting;
- Keeps in regular contact with the mission, keeping the mission updated on developments in Brussels and reporting requirements for the mission;
- Provides continuous analysis on the mission's approach to monitoring and reporting;
- Advises to CPCC in Brussels on relevant issues and to, whenever appropriate, contributes to CPCC's presentations to the Council;
- Works closely with appropriate counterparts in the European Commission and its programs, and with the EU Special Representatives' Office in Brussels
- Performs 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

- University degree awarded after 4 years of full-time study or equivalent Police or/and Military education;
- Highly competent in and knowledgeable of issues related to political and monitoring missions;
- 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.

Seconded

Chief of Staff (GEO HO 03a)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: ASAP

Chief of Staff reports to the Head of Mission

Main tasks

- Heads and manages the Head of Mission's Office;
- Advises the HoM on all matters related to the mission's activities;
- Assists the HoM in all operational, logistical and functional aspects of the mission;
- Ensures that HoM orders are implemented within the mission in a timely manner;
- Co-ordinates the different parts of EUMM in order to ensure overall coherence in the implementation of the mandate;
- Ensures that advice and information is coordinated with all relevant components of the mission prior to submission to the HoM;
- Liaises with the Council Secretariat and the European Commission in Brussels on all aspects of the mission's activities;
- Follows internal and external developments relating to the Mission in order to fully brief the HoM and make recommendations as required;
- Fully updates HoM, especially of critical or emergency events that require immediate action/reaction;
- Helps to shape new policies within the framework of the Mission's mandate;
- Organises the work of and supervises the staff of the HoM's Office;
- Acts as best practices and lessons learned officer for the mission;
- Is responsible for relevant budget lines and control of related commitments and expenditures;
- Is responsible for the management of contracts relevant to the Office tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending penalties that may arise due to breach of contract, etc.
- Is responsible for day to day running of the Office including supervision of personnel, leave scheduling, performance evaluation and professional conduct;
- Undertakes any other tasks as required by the HoM.

Qualifications and Experience

- University degree awarded after 4 years of full-time study or equivalent Police or/and Military education;
- A minimum of 12 years of working experience in public administration, international organizations or other fields of relevance, including 5 years in a management position;
- Have management and leadership skills and willingness to take responsibility;
- Ability to establish priorities and to plan, coordinate and monitor work of others;

- Experience in monitoring and coordinating a broad set of activities and ensuring overall coherence;
- Be able to work well on his/her own initiative and as part of a team;
- Work methodically, accurately and with attention to detail;
- Have excellent communication skills;
- Previous international experience, particularly in crisis management (desirable);
- Fluency in English (written and spoken) is required. Knowledge of Georgian and Russian language will be an asset;

Chief of Reporting and Information Unit (GEO OR 01)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: ASAP

The Chief of Reporting and Information Unit reports to the Head of Operations

Main tasks

- Co-ordinates and manages the Reporting and Information Unit and line-manages HQ Reporting Officers;
- Acts as final screening authority and quality assurance for all reports prior to approval by chain of command (HoM/DHoM via the Head of Operations);
- Oversees and maintains the Mission's situational awareness and 'institutional memory';
- Collaborates closely in this with Mission Analytical Capability Cell, Press and Public Information Office, Mission Security Office and Political Advisers;
- Provides input to D/HoOps' planning of special operations and monitoring instructions to Field Offices, to ensure relevant information gathering and monitoring
- Coordinates and, when required, delivers briefings to visitors to the Mission including weekly HoM's briefings for the Tbilisi-based diplomatic community;
- Is a member of Mission Planning meeting;
- Is a member of Operations Management Team, and therefore is required to input to other areas of operations;
- Undertakes any other tasks required by the Head of Operations.

Qualifications and experience

- University degree awarded after four (4) years of full-time study or equivalent Police or/and Military education;
- A minimum of 8 years of professional experience, of which 3 years in a management position;
- Excellent analytical abilities as well as drafting and presentational skills in English;
- Knowledge in common computing software (Office suites);
- Previous international experience, particularly in crisis management (desirable).

MAC Analyst (GEO HO 15)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: ASAP

The Mission Analytical Capability (MAC) 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 awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working experience in data analysis and information management;
- Proven skills and experience in the handling, processing and analysis of information from various sources;
- 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.

Watchkeeper (GEO OW 04)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: 23.08.2013

The Watchkeeper reports to the Deputy Head of Operations

Main Tasks

- Collects, analyzes and maintains all incoming security and operational reports/information from different sources within mission area;
- Prepares situation summaries for the mission in their areas of responsibility;
- Carries out duty officer's duties during silent hours, weekends and holidays;
- Reviews incoming messages, determines urgency and alerts the relevant mission elements and responsible staff members;
- Alerts and informs key security personnel and senior management of important developments;
- Undertakes any other work related tasks required by Deputy Head Ops and Head Ops.

Qualifications and Experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working experience, preferably as a duty officer in an HQ;
- Previous international experience, particularly from crisis management environments.

Field Office Reporting and Information Officer (GEO GO 08)

(1 position)

Security Clearance Level: EU Confidential
Proposed deployment date: ASAP

The Field Office Reporting and Information Officer reports to the Field Office Chief (FOC) and/or his/her deputy (DFOC).

Main tasks

- Compiles all periodic and regular reports (daily/weekly/monthly) in accordance with the prescribed instruction of the Mission Ops plan;
- Ensures analytical processing of the information gathered by patrols, identifying significant events and trends that can be illustrated with quantifiable data;
- Identifies knowledge gaps of mandate-sensitive issues;
- Proposes to FOC potential themes that would deserve further study and scrutiny in order to better implement the mission mandate;
- Maintains and regularly updates the computerized information data base within the FO including the Village Profile Database;
- Ensures, together with DFOC and FOC, the meeting of deadlines in respect to outputs and benchmarks relating to the Implementation- and Business Plan;
- Debriefs all FO patrols immediately after their return to the FO from their daily patrol duty to ensure that the all relevant monitoring information is available as input to the daily FO reports;
- Undertakes any other work related tasks as requested by the FOC.

Qualifications and Experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working experience in police, military, public administration, political science, intelligence, human rights or humanitarian organizations;
- Experience in report writing, particularly from a post-conflict environment (desirable).
- Superior drafting skill in the English language; knowledge of Russian and/or Georgian is an advantage;
- Previous International experience, particularly in crisis management (desirable).

Field Office Security Liaison Officer (GEO SE 09)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: 01.08.2013

The Security Liaison Officer reports to the Senior Mission Security Officer and/or his/her Deputy through the Mission Security officer. He is part of the Mission Security Office which is attached to the HoM.

Main tasks

- Ensures that all mission security guidelines are implemented across the FO AoR
- Liaises with local Police from security perspective, including management of road traffic accidents;
- Conducts periodic security risk assessment and issues regular written up-dates on security;
- Assesses the physical security of the staff members and mission premises;
- Supervises the outsourced provided guards and access control;
- Monitors the provided service by the security staff and advises, if required;
- Drafts and maintains the contingency Plans/evacuation Plans in conjunction with the Mission Security Officer;
- Coordinates the training on prevention of fire and medical assistance requirements;
- Investigates traffic accidents and other incidents affecting safety and security of FO personnel;
- Deputizes and acts during the absence of the Mission Security Officer;
- Undertakes any other work related tasks as requested by the SMSO and/or the Mission Security Officer.

Qualifications and Experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- Physical robust and able to perform strenuous activities;
- A minimum of 5 years of working experience in a relevant field of work;
- Experience in security issues;
- Good written and spoken English; knowledge of Russian and/or Georgian language is an advantage;
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

Field Office Operations Officer (GEO MO 03, GEO MO 04)

(2 positions)

Security Clearance Level: EU Confidential
Proposed deployment date: 16.8.2013 & 5.5.2013

The Field Office Operations Officer reports to the Field Office Chief and/or his/her deputy.

Main tasks

- Plans, tasks and oversees the execution of all FO patrolling activities;
- Oversees the allocation of personnel to operational tasks;
- Ensures 'Situational Awareness', within the FO and ensuring that all FO personnel are working on an 'All Informed Basis';
- Ensures that SOPs are maintained and 'Version Control' rigorously maintained. Suggests amendments pertinent to the effective implementation of the mandate to EUMM HQ Ops for their consideration;
- Handles incidents and event in the AoR;
- Ensures EUMM HQ is provided with timely and accurate information conforming to prescribed operational rhythm;
- Oversees the dissemination of regular reports, once approved by FOC/DFOC;
- Ensures that the Operations Room conforms with information and physical security requirements;
- Responsible for the security awareness;
- Undertakes any other work related tasks as requested by the FOC.

Qualifications and Experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working experience in police, military, public administration, political science, human rights or humanitarian organizations;
- Good written and spoken command of English; knowledge of Russian and/or Georgian is an advantage;
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that monitors will have to drive the vehicles used in patrols);
- Previous International experience, particularly in crisis management (desirable).

Field Office CIS Officer (GEO MO 10)

(1 position)

Security Clearance Level: EU Secret
Proposed deployment date: ASAP

The CIS Officer reports to the Field Office Chief and/or his/her deputy.

Main tasks

- Is responsible for all IT issues within the Field Office;
- Operates and maintains encryption devices;
- Ensures that secure and standardized communications are maintained across the Field Office AoR;
- Ensures that the communication security policies and procedures are followed as per mission SOPs;
- Maintains close cooperation with the HQ Mission Security and CIS Offices;
- Undertakes any other related tasks as requested by the FOC.

Qualifications and Experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 5 years of working experience in CIS issues;
- Knowledge of Russian and/or Georgian is an advantage;
- Drivers' license category "C" (permission to drive vehicles in excess of 3.6 tons) would be an additional asset (Please note, that monitors will have to drive the vehicles used in patrols);
- Previous International experience, particularly in crisis management (desirable).

Monitor (Generic JD)

(21 positions)

Security Clearance Level: EU Confidential
Proposed deployment date: as indicated above

The monitor reports to the Field Office Chief and/or his/her deputy through the team leader or deputy team leader

Main Tasks

- Monitors full compliance of all parties with the Agreements of 12 August and 8 September, ending hostilities in Georgia;
- Monitors, reports and analyzes issues pertaining to the stabilization of the situation, especially regarding the security environment;
- Monitors, reports and analyzes the ongoing normalization process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order;
- Monitors, reports and analyzes the situation of IDPs, Refugees and Returnees;
- Monitors security of transport links, energy infrastructures and public utilities;
- Monitors human rights issues and the implementation of the human rights measures in conformity with EUMM's mandate and tasks;
- Reports on findings in the field of human rights as concerns possible violations in conformity with the mission mandate and tasks;
- Proposes, for approval by HoM/DHoM, confidence-building activities and measures;
- Cooperates with all relevant authorities, local and international organizations;
- Contributes to the production of accurate required reports, making recommendations for improvement and including non-compliance reports, as necessary;
- Assists, advises and updates the Field Office Chief and HoOps, especially for critical or emergency events that require immediate action/reaction in all mandate/essential areas;
- Undertakes any other work related tasks as requested by the FOC.

Qualifications and Experience

- University degree awarded after 3 years of full-time study or equivalent Police or/and Military education;
- A minimum of 3 years of working experience in police, military, public administration, political science, human rights or humanitarian organizations;
- Knowledge of forensics/ballistic/IOD investigation would be an advantage;
- Previous International experience, particularly in crisis management (desirable).