

EUROPEAN EXTERNAL ACTION SERVICE



Annex I

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

1-2015 Extraordinary Call for Contributions

Organization:	EUMM Georgia			
Job Location:	Georgia			
Availability:	As indicated below			
Staff Regime:	As indicated below			
	Ref.	Name of the post	No. of positions	Available on
	<u>Seconded (1)</u>			
	GEO HO 02a	Deputy Head of Mission/Chief of Staff	1	ASAP
	<u>Seconded/Contracted (2)</u>			
	GEO AP 01	Chief Procurement Officer	1	ASAP
	GEO AD 02	Planning and Contracting Officer	1	ASAP
ASAP refers to deployments not later than 31 March 2015				
Deadline for applications:	6 February 2015 at 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form:	cpcc.eummgeorgia@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC: Ms Katarina Grape cpcc.eummgeorgia@eeas.europa.eu			

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, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 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.

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

EU 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).

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 – To have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – To 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 – To 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.

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

Computer Skills – To be skilled 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/signup.php>) or equivalent.

Driving skills – To be able to drive a 4-wheel vehicle and possess a valid civilian driving licence for motor vehicles (Category B or equivalent); category C driving licence (desirable).

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 Common 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 Common Security and Defence Policy (CSDP) Mission (desirable).

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

C. Essential documents for selected candidates

Passport – Seconding States should provide their personnel with a service/diplomatic passport.

Visas – EU 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 Personnel Security Clearance (PSC) as specified in the respective job description. 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 – 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 EU Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages 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 (Annex II) 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 phone, before the final selection is made.

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

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

E. Job descriptions

Seconded

EUMM Georgia

Position Name: Deputy Head of Mission/ Chief of Staff	Employment Regime: Seconded	Post Category: N/A
Ref. Number: GEO HO 02a	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Head of Mission	Level of Security Clearance: EU Secret	Open to Invited Third States: No

Reporting line:

The Deputy Head of Mission /Chief of Staff (DHoM/CoS) reports to the Head of Mission (HoM) and will have the following duties and responsibilities:

I-Main tasks & responsibilities

- Supports the Head of Mission in commanding, managing and directing EUMM Georgia activities and in implementing the Mission's mandate through tasks and action as set out in the planning documents, including the overseeing of the development and implementation of the Mission Implementation Plan (MIP);
- Deputizes the HoM in his/her absence from the Mission;
- Supports the Head of Mission in liaising within the Incident Prevention and Response Mechanism (IPRM participants) and with international organizations and diplomatic representations;
- Oversees and ensures the production and coordination of plans and reports related to EUMM activities;
- Explores and makes proposals for organizational and management decisions;
- Co-ordinates the work of Mission HQ Departments;
- Ensures that all mission activities are consistently planned and supported according to HoM's directions;
- Monitors the execution of mission activities against benchmarks and makes recommendations to the HoM for improvements and policy choices throughout mandate implementation;
- Ensures that all aspects are globally considered when preparing for HoM's decision-making and when analysing the internal reporting of mission activities;
- Coordinates all contributions to the mission's external periodic reporting;
- Ensures that liaison and coordination are consistently maintained with EU, non-EU and local stakeholders according to HoM's instructions;
- Ensures that Standard Operating Procedures (SOPs) for the mission are properly developed, implemented and periodically reviewed;
- Ensures that all mission components contribute to identifying and reporting on lessons and best practices within their respective fields of responsibility;
- Ensures that the MHQs Staff are periodically updated on mission implementation progress as well as on the political and security situation of the mission area;
- Supports the HoM in the duty of care of mission personnel;
- Supervises the implementation of mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming;
- Ensures security and discipline of Mission staff, including internal investigations in line with the relevant rules and procedures;
- Undertakes any other tasks as required by the HoM;
- When deemed necessary, delegates authority utilizing the approved chain of command structure of the Mission.

II-Eligibility Criteria

- Successful completion of a full course of university studies attested by a **degree** in Political Science, International Relation, Diplomacy, Law, Social Sciences, Business/Public Administration, Police or Military Sciences where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **fifteen (15) years** of relevant and proven full-time professional **experience**, of which at least **five (5) years** in a senior management position.

III-Required competencies

- Ability to lead operations, motivate and coordinate the work of others, both international and national staff, work towards deadlines and handle concurrent activities;
- Ability to make sound and timely decisions related to own duties as well as those which might affect the interests of the mission and partners;
- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment;
- Strong communication, research and analytical skills; ability to analyse and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programs;
- Proactive approach and ability to interact within an international environment;
- Excellent organizational, planning, and time-management skills;
- Ability to prioritize and manage a demanding workload.

IV-Desirable competencies

- Substantial knowledge of the functioning of the EU, the EEAS, EU external action and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Knowledge of Russian and/or Georgian language.

Seconded/Contracted

EUMM Georgia

Position Name: Chief Procurement Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Management level (MSML)
Ref. Number: GEO AP 01	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Procurement Unit	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting line:

The Chief Procurement Officer reports to the Head of Mission Support Department and will have the following duties and responsibilities:

I-Main tasks & responsibilities

- Manages the procurement activities of the Mission in an ex post financial management mode (subject to the European Commission's approval);
- Assists and advises the chain of command on all planning, contracting and procurement issues;
- Leads, develops, manages and co-ordinates the CFSP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations as well as the relevant internal SOPs;
- Uses legally established professional and transparent procurement policies and procedures in accordance with EC legislation and regulations;
- Liaises with other relevant entities (including but not limited to other CSDP missions) as necessary;
- Develops professional relationships and work partnership with the European Commission in the field of contracting and procurement for the mission;
- Provides assistance to the mission members related with all contracting and procurement matters;
- Undertakes any other procurement-related tasks as required by the Head of Mission Support Department.

II-Eligibility Criteria

Essential

- Successful completion of a full course of university studies attested by a **degree** in Law, Public Administration, Business Administration or in a related field, where the normal duration of university education in the country awarded is **three (3) years** or more and, after having obtained the university degree at least **nine (9) years** of relevant and proven full-time professional **experience** of which **three (3) years** in management position.

OR

- Successful completion of a full course of university studies attested by a **degree** in Law, Public Administration, Business Administration or in a related field, where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **eight (8) years** of relevant and proven full-time professional **experience** of which **three (3) years** in management position;

III-Required competencies

- Working **experience** in contracting and procurement related matters, in which **(three) 3 years** in management position;
- Good working knowledge of MS Word, Power Point and Excel software;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

IV-Desirable competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Familiar with finance in International organizations;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good knowledge of the region's history, culture and politics.

EUMM Georgia

Position Name: Planning and Contracting Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Management level (MSML)
Ref. Number: GEO AD 02	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Head of Mission Support Department Office	Level of Security Clearance: EU Confidential	Open to Invited Third States: No

Reporting line:

The Planning and Contracting Officer reports to the Head of Mission Support Department and will have the following duties and responsibilities:

I-Main tasks & responsibilities

- Identifies, analyses and compiles the Mission's needs, in coordination with requesting units, specifically with regard to large projects which are to be acquired through procurement;
- Reviews, using audit principles, market surveys and costs estimates in relation with the assessment of Mission's needs, performed by the requesting units;
- Provides the Finance Unit and the Head of Mission Support Department with necessary inputs for the design/amendment of the budget modules as well as for the monitoring of the spending;
- Participates, as required, in the launching, managing and monitoring of tenders and the subsequent evaluation of the selection process;
- Coordinates the implementation of contracts (including exceptional situations arising from breach of contracts) with the requesting units in accordance with the existing Standard Operating Procedures;
- Cooperates with the Financial Controller and Contract Management Officer as to the establishment of procedures, instructions and e-tools, as necessary, to improve the efficiency and quality of contract and project management;
- Conducts ad-hoc ex-post verification tasks of the procurement actions;
- Conducts ad-hoc administrative and financial tasks and controls on behalf of HoM's Office and the HoMSD;
- Undertakes any other related tasks as required by the Head of Mission Support Department.

II-Eligibility Criteria:

Essential

- Successful completion of a full course of university studies attested by a **degree** in Law, Economics or Social Sciences, where the normal duration of university education in the country awarded is **three (3) years** or more and, after having obtained the university degree at least **five (5) years** of relevant and proven full-time professional **experience**.

OR

- Successful completion of a full course of university studies attested by a **degree** in Law, Economics or Social Sciences, where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **four (4) years** of relevant and proven full-time professional **experience**.

III-Required competencies

- Experience, in the fields of administration, procurement and finance;
- Skilled in operating databases and Office Suite;
- Excellent analytical, organizational, planning, and time-management skills;
- Excellent drafting skills;
- Experience in the field of Administration preferably in international organizations;
- Ability to prioritize and manage a demanding workload;
- Excellent interpersonal and communications skills;
- Excellent level of written and spoken English.

IV-Desirable competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good knowledge of the region's history, culture and politics.