

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex I

<p><b>European Union Monitoring Mission in Georgia</b></p> <p><b>(EUMM Georgia)</b></p> <p><b>1-2015 Call for Contributions</b></p>
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<b>Organisation:</b>	EUMM Georgia			
<b>Job Location:</b>	Georgia			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
	<b>Ref.</b>	<b>Name of the post</b>	<b>No. of positions</b>	<b>Available on</b>
	<b><u>Seconded/Contracted (1)</u></b>			
	GEO AC 05a	CIS Officer - Database Administrator	1	ASAP
	<b><u>Seconded (17)</u></b>			
	GEO AR 01*	Head of Analytical Reporting and Outreach Department	1	02.06.2015
	GEO AR 02	Deputy Head of Analytical Reporting and Outreach Department	1	25.06.2015
	GEO AR 08	Reporting Officer	1	ASAP
	GEO AR 16*	Chief Planning and Evaluation Officer	1	ASAP
	GEO AR 17	Planning and Evaluation Officer	1	02.06.2015
	GEO AR 18	Project Manager of EU Confidence Building Facility	1	ASAP
	GEO OI 01	Information Manager	1	09.06.2015
	Field Office Zugdidi			
	GEO ZM 26	Monitor	1	01.06.2015
	GEO ZM 34	Monitor	1	ASAP
	GEO ZM 35	Monitor	1	ASAP

	Field Office Gori			
	GEO GO 09	Reporting and Information Officer	1	ASAP
	GEO GM 17	Monitor	1	ASAP
	GEO GM 23	Monitor	1	10.08.2015
	Field Office Mtskheta			
	GEO MO 03	Operations Officer	1	ASAP
	GEO MM 13	Monitor	1	10.08.2015
	GEO MM 23	Monitor	1	15.07.2015
	GEO MM 32	Monitor	1	19.05.2015
<b>ASAP refers to deployments not later than 1 May 2015</b>				
<b>Deadline for applications:</b>	<b>20 March 2015 at 17:00 hours (Brussels time)</b>			
<b>E-mail address to send the Job Application Form:</b>	<a href="mailto:cpcc.eummgeorgia@eeas.europa.eu">cpcc.eummgeorgia@eeas.europa.eu</a>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC:  Ms Katarina Grape <a href="mailto:cpcc.eummgeorgia@eeas.europa.eu">cpcc.eummgeorgia@eeas.europa.eu</a>			

\* The post will become vacant however the date can change upon Member State feedback.

**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 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. Preference will be given to seconded candidates.

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision 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 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. The candidates shall carry out their duties and act in the interest of the Mission.

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

**Flexibility and adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and 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. police, judicial, 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 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** – 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.

**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** – The candidates must have very good knowledge in word processing, spreadsheet and E-mail systems. Knowledge of other IT tools will be an asset.

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

**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. (Category C or equivalent is highly 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** – 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 Georgia** – 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 (distinct advantage).

**Training and experience** – The candidates should 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 support of the EU Member States is strongly recommended in the issuance of a Service/Diplomatic passport for the Mission Members.

**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** – The selected candidate must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received according to the required immunisations for the Mission area.

**Medical certificate** – The selected candidate should undergo an extensive 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**

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 candidate 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 for interviews, the EU Member States will bear any related costs.

**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. Job descriptions**

### **Seconded/Contracted**

#### **EUMM Georgia**

Position Name: <b>Communication &amp; Information Systems (CIS) Officer/ Database Administrator</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category: <b>Mission Support Assistant level (MSAL)</b>
Ref. Number: <b>GEO AC 05a</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department/ General Support Services (GSS) Unit/Communication &amp; Information Systems (CIS) Unit</b>	Level of Security Clearance: <b>EU Secret</b>	

#### **Reporting Line:**

The CIS Officer/ Database Administrator reports to the Chief CIS Officer and will have the following duties and responsibilities:

#### **I-Main Tasks & Responsibilities:**

- Maintains the Mission's server virtualization platform (VMware vSphere), making sure that backup and disaster recovery procedures are functioning correctly and are properly documented;
- Maintains Microsoft networks based on Windows Server 2008R2 / 2012R2: Active Directory, Exchange 2010 / 2013, Remote Desktop Services;
- Maintains storage hardware, physical / virtual servers, workstations and network equipment with an emphasis on preventative maintenance;
- Assists Chief CIS Officer on database servers related issues acting as focal point for planned database developments;
- Works closely with other departments within the Mission to support development of the Information Knowledge Management System (GIS/Database system) and maintain/administer MySQL and Microsoft SQL database systems, ensuring that storage, archiving, back-up and recovery procedures are functioning correctly;
- 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;
- Assists in the implementation of Information Security policy in the Mission, ensuring that the security of information is treated according to Council Security regulations;
- Assists in the preparation of the Data Risk Map and the Data Recovery Plan for Mission's systems, in agreement with the Master Plan;
- Assists in keeping accurate, detailed and updated inventory of the hardware and software distributed Mission wide, under the direction of the Chief CIS Officer;
- Assists in the coordination of 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;
- Undertakes any other job-related tasks as required by the Chief CIS Officer.

#### **II-Eligibility Criteria:**

- Level of secondary education attested by a diploma giving access to post-secondary education, equivalent Police or/and Military education complemented by relevant vocational training as a Programmer/Analyst and, a minimum of **five (5) years** of relevant and proven full-time professional **experience** in maintaining IT infrastructures.

### **III-Required Competencies:**

- Strong background and experience designing, installing and maintaining VMware vSphere platforms and software- or hardware-defined storage platforms;
- System Administrator with experience in the Microsoft environment: Active Directory, Windows Server 2008/2012, Exchange 2010/2013, Remote Desktop Services;
- Experience in database installation and support of MySQL and MS SQL Server platforms;
- Ability to draft procedures for the use and management of computer systems and networks;
- Extensive knowledge of hardware technical specifications;
- Ability to draft technical specifications for the procurement of software and hardware products;
- Excellent analytical, organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Ability to prioritize and manage a demanding workload;
- High degree of personal initiative and willingness to accept wide responsibilities;
- Excellent interpersonal and communications skills.

### **IV-Desirable Competencies:**

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- To have experience in the implementation of EU procurement processes and regulations;
- Experience in planning and implementing projects;
- University Degree in Information Technology or Technical Specialization in IT Engineering, IT, or Telecommunications will be considered as an advantage.

## Seconded

Position Name: <b>Head of Analytical Reporting and Outreach Department*</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO AR 01</b>	Location: <b>Tbilisi</b>	Availability: <b>02.06.2015</b>
Component/Department/Unit: <b>Analytical Reporting and Outreach Department</b>	Level of Security Clearance: <b>EU Secret</b>	

### **Reporting Line:**

The Head of Analytical Reporting and Outreach Department reports to the Head of Mission (HoM) and will have the following duties and responsibilities:

### **I-Main Tasks & Responsibilities:**

- Supervises and manages the Analytical Reporting and Outreach Department, its units and staff, coordinates within the Department and with other Mission Departments and gives overall direction and provides overall guidance;
- Provides political and strategic advice to HoM and Deputy Head of Mission/Chief of Staff (DHoM/CoS) on issues within the Department's responsibility, in particular on the Mission's overall planning, on political issues and on the Mission's reporting to EU policy makers;
- Conducts, in consultation with HoM, DHoM/CoS, HoOps and the Deputy Head of Department, long and short term planning for the Mission's reporting cycle and needs for analysis;
- Liaises with the EU family on the ground and, through CPCC, with relevant EU actors and EU Members States' representatives in Brussels, as necessary;
- Coordinates the Mission's outreach to other stakeholders;
- Approves the Mission's external reporting before submission to HoM/DHoM for final approval;
- Defines information requirements needed for the Mission's reporting in close cooperation with HoOps;
- In line with HoM and DHoM/CoS instructions, helps to design, develop and implement new policies within the framework of the Mission's mandate;
- Assumes the responsibility budget line holder for funds administered by the Department;
- Assumes responsibility for the management of contracts relevant to the Department's tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending penalties that may arise due to breach of contract, etc.;
- Undertakes any other related tasks as required by the HoM and/or DHoM/CoS.

### **II-Eligibility Criteria:**

- Successful completion of a full course of university studies attested by a **degree** in Political Sciences, Law, International Relations, Diplomacy, Social Sciences or other relevant studies, where the normal duration of university education in the country awarded **is four (4) years** or more or equivalent Police or Military education, and at least **ten (10) years** of relevant and proven full-time professional **experience** of which **five (5) years** in a management position.

### **III-Required Competencies:**

- Extensive analytical background;
- Managerial experience;
- Leadership skills and willingness to take responsibility;
- Ability to establish priorities, to plan, coordinate and monitor the work of others;
- Experience in monitoring and coordinating a broad set of activities and ensuring overall coherence;
- Ability to work well on his/her own initiative and as part of a team;
- Ability to work methodically, accurately and with attention to detail;
- Excellent interpersonal and communications skills;
- Fluency in English.



**IV-Desirable Competencies:**

- International experience in crisis areas with multinational and/or international organisations;
- Good knowledge of the EU's external action, including CSDP;
- Good knowledge of the region's history, culture and politics;
- Knowledge of Russian and/or Georgian language.

Position Name: <b>Deputy Head of Analytical Reporting and Outreach Department</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO AR 02</b>	Location: <b>Tbilisi</b>	Availability: <b>25.06.2015</b>
Component/Department/Unit: <b>Analytical Reporting and Outreach Department</b>	Level of Security Clearance: <b>EU Secret</b>	

### Reporting Line:

The Deputy Head of Analytical Reporting and Outreach Department reports to the Head of Analytical Reporting and Outreach Department and will have the following duties and responsibilities:

### I-Main Tasks & Responsibilities:

- Deputizes for the Head of Analytical Reporting and Outreach Department in his/her absence from the Mission or whenever tasked to do so by the Head of the Department;
- Supports the Head of the Department in providing political and strategic advice to HoM and Deputy Head of Mission/Chief of Staff (DHoM/CoS) on issues within the Department's responsibility;
- Manages the Political Advice and Reporting Section and supervises and line-manages its staff;
- Supervises, coordinates and acts as final screening authority and quality assurance for all reports and briefings prior to approval by the chain of command (Head of ARO Department and HoM/DHoM/CoS);
- Liaises with other stakeholders inside and outside of the Mission, in particular with the EUSR's Office/EU Delegation, as instructed by the Head of the Department;
- Oversees and maintains the Mission's situational awareness and defines the priority information requirements for the Mission-wide information collection tasking system implemented by the Operations Department;
- Advises the Head of the Department on matters relating to analytical reporting, political and outreach issues;
- Undertakes any other related tasks as required by the Head of Analytical, Reporting and Outreach Department.

### II-Eligibility Criteria:

- Successful completion of a full course of university studies attested by a **degree** in Political Sciences, International Relations, Diplomacy, Social Sciences or other relevant studies, 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 a management position.

### III-Required Competencies:

- Extensive analytical background;
- Managerial experience;
- Ability to coordinate the work of others, both international and national staff, work towards deadlines and handle concurrent activities;
- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment;
- Excellent drafting skills;
- Excellent interpersonal and communications skills;
- Very good knowledge of English.

### IV-Desirable Competencies:

- International experience in crisis areas with multinational and/or international organisations in a political advisory capacity;
- Good knowledge of the EU's external action, including CSDP;
- Good knowledge of the region's history, culture and politics;
- Knowledge of Russian and/or Georgian language.

Position Name: <b>Reporting Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO AR 08</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Analytical Reporting and Outreach Department / Reporting and Analysis Unit</b>	Level of Security Clearance: <b>EU Confidential</b>	

### Reporting Line:

The Reporting Officer reports to the Deputy Head of Analytical Reporting and Outreach Department and will have the following duties and responsibilities:

### I-Main Tasks & Responsibilities:

- Gathers and analyses information from across the Mission AoR, from Field Office reports, other HQ departments and open sources, in order to maintain an up-to-date knowledge of the situation;
- Drafts Mission reports to inform EU policy makers in Brussels in line with CPCC reporting guidelines and keeping tight deadlines;
- Provides regular analysis on the Mission's progress in mandate implementation;
- Analyses and assesses the developments and achievements of the Mission's operational objectives, as required;
- Delivers regular presentations and briefings to Mission staff, diplomatic community in Tbilisi and external official visitors up to Ministerial level;
- Identifies informational needs and contributes to the planning of information gathering;
- Manages large amounts of information by checking, compiling and analysing incoming reports;
- Maintains working relationships with Field Offices, across the Mission's Departments and with outside interlocutors to ensure effective information flow;
- Actively participates with political advisers and analysts in thematic working groups to ensure common drafting and comprehensive content of reports and Mission internal files;
- Undertakes any other relevant tasks as required by the Head and Deputy Head of the Analytical Reporting and Outreach Department.

### II-Eligibility Criteria:

- Successful completion of a full course of university studies attested by a **degree** in Political Sciences, International Relations, Diplomacy, Social Sciences or other relevant studies, 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**.

### III-Required Competencies:

- Working experience in public administration, political science, intelligence or international organisations;
- Demonstrated work experience in an operational environment;
- Excellent drafting skills in English;
- Excellent interpersonal and communications skills and ability to work in a team;
- Ability to prioritize and manage a demanding workload;
- Strong analytical skills combined with good political judgment.

### IV- Desirable Competencies:

- International experience in crisis areas with multi-national and international organisations;
- Proven experience in report writing and drafting;
- Knowledge of Russian and/or Georgian.

Position Name: <b>Chief Planning and Evaluation Officer*</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO AR 16</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Analytical Reporting and Outreach Department / Planning &amp; Evaluation Unit</b>	Level of Security Clearance: <b>EU Confidential</b>	

### Reporting Line:

The Chief Planning and Evaluation Officer will report to the Head of Analytical Reporting and Outreach Department and will have the following tasks and responsibilities:

### I-Main Tasks & Responsibilities:

- Oversees and coordinates the Mission planning activities as a whole to facilitate the achievement of the Mission's strategic priorities and objectives;
- Assists the Head of Mission in translating his/her vision into appropriate planning and evaluation instruments, in particular via the creation of a Mission Implementation Plan (MIP) to guide the work of all Mission Departments;
- Through the MIP, translates the Head of Mission's intent into timely, relevant and concrete planning tasks and objectives that guide subordinate planning and actions in the Mission, thereby making the delivery of tasks under the mandate more transparent and measurable;
- Assists other Departments in translating the benchmarks and objectives of the MIP into practical tasking in line with the Mission's strategic objectives and ensures relevant information gathering and monitoring processes;
- Leads in the development and implementation of a Monitoring and Evaluation System for the Mission designed to produce systematic feedback on the performance of the Mission in achieving its mandated tasks;
- Ensures constant monitoring of MIP implementation by all Mission Departments and Field Offices via permanent collection of feedback within the Mission;
- Ensures regular evaluation of EUMM performance in fulfilling its mandated tasks via benchmarks and results and objectively verifiable indicators;
- In the interest of overall and continuous coordination participates in meetings of the Mission's operational planning team;
- Takes into consideration the analytical inputs and contributions from others, in particular Lessons Learned and Best Practices captured by the Mission Analytical Capability;
- Displays openness in sharing information;
- Undertakes any other relevant tasks as required by the Head of Department.

### II-Eligibility Criteria:

- Successful completion of a full course of university studies attested by a **degree** in Political Sciences, International Relations, Project Management, Business / Public Administration, Law or in a similar area, where the normal duration of university education in the country 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 at least **three (3) years** in a management position and related to strategic analysis.

### III-Required Competencies:

- Proven background in planning and analysis, preferably in the context of a CSDP Mission or similar;
- Excellent communication skills;
- Ability to plan work, manage conflicting priorities and to use time efficiently and effectively;
- Excellent inter-personal skills and proven ability to establish and maintain effective working relations with his/her team.

**IV-Desirable Competencies:**

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Good knowledge in computer technology, including familiarity with planning-relevant software and applications;
- International experience in crisis areas with multinational and/or international organisations;
- Good understanding of the political, cultural, historical and security situation of the 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.

Position Name: <b>Planning and Evaluation Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO AR 17</b>	Location: <b>Tbilisi</b>	Availability: <b>02.06.2015</b>
Component/Department/Unit: <b>Analytical Reporting and Outreach Department / Planning &amp; Evaluation Unit</b>	Level of Security Clearance: <b>EU Secret</b>	

### Reporting Line:

The Planning and Evaluation Officer reports to the Chief Planning and Evaluation Officer and will have the following duties and responsibilities:

### I-Main Tasks & Responsibilities:

- Assists and advises the Chief Planning & Evaluation Officer in the Unit's contribution at the policy level to the Mission's efforts on mandate implementation in line with the CONOPS and OPLAN, including through inter alia, benchmarking, evaluation, and reporting; Assists in the development and implementation of a Monitoring and Evaluation System for the Mission, designed to produce systematic feedback on the performance of the Mission in achieving its mandate tasks according to senior management guidance, Field Office feedback, benchmarks, results and objectively verifiable indicators of achievement;
- Coordinates implementation of baseline surveys, monitoring and evaluation exercises for Mission activities or possible projects and impact assessments;
- Assists development, standardization, and deployment of survey tools, and other data collection forms to realize the effective use of monitoring plans;
- Collates and analyses reports coming from the different organisational units, in particular the Departments, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- Supports, on behalf of the Chief of the Unit, Heads of Departments and others as required in translating the benchmarks and objectives of the Mission Plan into their work;
- Carries out analysis and identifies risks and assumptions, new benchmarks and monitoring mechanisms;
- Supports the Chief of the Unit in ensuring timely and accurate evaluation and reporting as per planning documents, including the MIP and other reports of the Mission;
- Contributes to Mission reports, ensuring the inclusion of accurate, relevant and timely assessments of the Mission's performance in fulfilling its mandate;
- Acts on behalf of and represents the Chief Planning & Evaluation Officer as necessary;
- Undertakes any other relevant tasks, including of administrative nature, as required by the Chief Planning and Evaluation Officer.

### II-Eligibility Criteria:

- Successful completion of a full course of university studies attested by a **degree** in Political Sciences, International Relations, Project Management, Business / Public Administration or in a similar area, 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**.

### III-Required Competencies:

- Experience with developing and managing Monitoring and Evaluation systems in the context of multilateral crisis management or peace operations;
- Ability to plan work, manage conflicting priorities and to use time efficiently and effectively;
- Outstanding communication skills;
- Excellent inter-personal skills and proven ability to establish and maintain effective working relations with her/his team.

**IV-Desired Competencies:**

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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.

Position Name: <b>Project Manager of EU Confidence Building Facility</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO AR 18</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Analytical Reporting and Outreach Department/ EU Confidence Building Facility Section</b>	Level of Security Clearance: <b>EU Confidential</b>	

### Reporting Line:

The Confidence Building Facility (CB Facility) Project Manager reports to the Head of the Analytical Reporting and Outreach Department (HoAROD) and will have the following duties and responsibilities:

### I-Main Tasks & Responsibilities:

- Manages the CB Facility's projects and funds;
- Develops project proposals to be funded entirely or partially by the Mission's Confidence Building Facility;
- Evaluates and assesses project ideas received from Mission Departments, Field offices or from external stakeholders and makes recommendations concerning their feasibility and sustainability; ensures close coordination and information-sharing with other units in HQ (e.g. Head of Operations, Planning and Evaluation, Political Advisers, PPIO, Administrative Department) and Field offices;
- Establishes and maintains contacts with International Organisations and NGOs for identifying potential project partners and for raising funds;
- Coordinates and ensures information-sharing with the EUSR and EU Delegation in line with the comprehensive approach;
- Provides information and advises the Head of Mission on the project identified in support of confidence building, under the overall responsibility of the HoAROD;
- Ensures that the Mission's project planning is in accordance with operational objectives and guidelines;
- In close cooperation with the EUMM's Finance Unit keeps track of CB Facility expenditures and ensures overall compliance with the relevant budget line;
- Monitors project implementation and ensures proper evaluation after project completion;
- Develops a EUMM Projects Database and maintain a record of EUMM project history;
- Develops best practices on project management, makes training recommendations and reports on lessons learned;
- Manages the funds and contributions to projects as well as the connected bilateral agreements in cooperation with the Legal Advisor and the Administrative Department;
- Oversees and controls contracts relevant to the project cell's tasks, including procurement initiation specification;
- Manages the acceptance of goods or services, verifies their suitability, checks invoices and recommends penalties that may arise due to breach of contract, etc.;
- Performs any other relevant tasks as required by the Head of the Analytical Reporting and Outreach Department.

### II-Eligibility Criteria:

- Successful completion of a full course of university studies attested by a **degree** in project management, business or public administration or related studies, 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**.



### **III-Required Competencies:**

- Effective and extensive operational experience and project management skills;
- Ability to work with limited supervision and on multiple projects at the same time, thereby using known project management methodologies and risk management approaches;
- Excellent knowledge of EU assistance and EU finance procedures;
- Budget management experience;
- Strong written and oral communications skills;
- Excellent interpersonal and computing skills;
- Ability to work independently as well as harmoniously with colleagues and as part of a team;
- Ability to work methodically, accurately, with attention to details and within tight deadlines;
- Fluency in English (written and spoken).

### **IV-Desirable Competencies:**

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience in crisis areas with multinational and/or international organisations in a political advisory capacity;
- Good knowledge of the region's history, culture and politics;
- Knowledge of Russian and/or Georgian language.

Position Name: <b>Information Manager</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO OI 01</b>	Location: <b>Tbilisi</b>	Availability: <b>09.06.2015</b>
Component/Department/Unit: <b>Operations Department/Head of Operations</b>	Level of Security Clearance: <b>EU Secret</b>	

### Reporting Line:

The Information Manager reports to the Head of Operations (HoOps) and will have the following duties and responsibilities:

### I-Main Tasks & Responsibilities:

- Ensures the establishment, continued development and management of Information and Knowledge Management Systems (IKMS) to support the operational and reporting requirements of the Mission in close consultation with other EUMM departments;
- Identifies Mission information exchange requirements and contributes to information and knowledge sharing aiming at the development of a common situational awareness with the Mission's chain of command and other EU actors;
- Ensures the security of sensitive information handled by the Mission and disseminates it in accordance with Head of Mission, Head of Operations, Head of Analytical Reporting and Outreach Department instructions in cooperation with Security Department and CIS;
- Contributes to Mission security with information and analytical products that will support the conduct of security and risk assessments; Works closely with all relevant departments to ensure that their information, reporting and analysis requirements are factored into the continued development of the information management tools;
- Contributes to the structured management of information flows within the Mission through a systematic approach to ensure that information is processed to support operations, common situational awareness and mandate delivery;
- Structures Mission information flows to make them functional to the generation of analytical products in support of the operational, security and reporting needs of the Mission;
- Coordinates with relevant departments to analyse and structure existing Mission information for inclusion in the new system.

### II-Eligibility Criteria:

- Successful completion of a full course of university studies attested by a **degree** in IT, Project Management or in a similar area, 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**.

### III-Required Competencies:

- Working experience in information management;
- Proven skills and experience in using systems for the management and analysis of information from various sources;
- Excellent interpersonal skills and ability to work dynamically on his/her own initiative in a methodical manner;
- Knowledge of database, GIS, analysis software products;
- Demonstrated credible experience in an operational environment;
- Superior drafting skills in English language;
- Ability to prioritize and manage a demanding workload;
- Strong analytical skills combined with good judgment.

### IV-Desirable Competencies:

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience of EU information security management requirements would be a definite advantage;
- Good knowledge of the region's history, culture and politics.

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>ASAP</b>
Component/Department/Unit: <b>Operations Department/ Field Office Gori;</b>	Level of Security Clearance: <b>EU Confidential</b>	

### Reporting Line:

The Field Office Reporting and Information Officer reports to the Field Office Chief (FOC) and/or his/her deputy (DFOC) and will have the following duties and responsibilities:

### I-Main Tasks & Responsibilities:

- Compiles all periodic and regular reports (daily/weekly/monthly) in accordance with the prescriptions 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 on 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 knowledge data bases within the FO;
- Ensures, together with DFOC and FOC, the meeting of deadlines in respect of outputs and benchmarks in the Mission Monitoring Plan;
- Debriefs all FO patrols immediately after their return to the FO from their daily patrol duty to ensure that all relevant monitoring information is available as input to the daily FO reports;
- Undertakes any other relevant tasks as required by the FOC.

### II-Eligibility Criteria:

- Successful completion of a full course of university studies attested by a **degree** in Political Sciences, International Relations, Diplomacy, Police or Military Sciences, Social Sciences or other relevant studies, where the normal duration of university education in the country 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**.

### III-Required Competencies:

- Highly developed drafting skills in the English language;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Capable of conducting analysis based on information and knowledge management as well as using databases;
- Experience in report writing, particularly in relation to a post-conflict environment;
- Demonstrated credible experience in an operational environment;
- Excellent interpersonal and communications skills;
- Strong analytical skills combined with good judgment;
- Ability to prioritize and manage a demanding workload.

### IV-Desirable Competencies:

- International experience in crisis areas with multi-national and international organisations;
- Knowledge of Russian and/or Georgian;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia.

Position Name: <b>Operations Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO MO 03</b>	Location: <b>Mtskheta</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations Department/Field Office Mtskheta</b>	Level of Security Clearance: <b>EU Confidential</b>	

### Reporting Line:

The Field Office Operations Officer reports to the Field Office Chief and/or his/her deputy and will have the following duties and responsibilities:

### I-Main Tasks & Responsibilities:

- 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 to EUMM HQ Ops in relation to the effective implementation of the mandate;
- As a member of the Security Management team, handles incidents and events in the area of responsibility (AoR);
- Ensures EUMM HQ is provided with timely and accurate information, in line with the prescribed operational rhythm;
- Ensures that the Operations Room conforms with information and physical security requirements;
- Undertakes any other relevant tasks, as required by the FOC.

### II-Eligibility Criteria:

- Successful completion of a full course of university studies attested by a **degree** in Diplomacy, Political Science, International Relation, Police or Military Sciences, where the normal duration of university education in the country **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**.

### III-Required Competencies:

- Working experience in police, military, public administration, political science, human rights or humanitarian organisations;
- Demonstrable experience as a successful leader in an operational environment;
- Proactive approach and ability to interact within an international environment;
- Ability to work on planning, concept and strategy;
- Excellent organisational, planning, and time-management skills;
- Ability to prioritize and manage a demanding workload;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Strong interpersonal, 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.

### IV-Desirable Competencies:

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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.

Position Name: <b>Monitor</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>Generic</b>	Location: <b>Mtskheta or Gori or Zugdidi</b>	Availability: <b>As above</b>
Component/Department/Unit: <b>Operations Department/ Field Office Mtskheta; Gori; Zugdidi</b>	Level of Security Clearance: <b>EU Confidential</b>	

### Reporting Line:

The monitor reports to the Field Office Chief and/or his/her deputy through the team leader or deputy team leader and will have the following duties and responsibilities:

### I-Main Tasks & Responsibilities:

- Performs monitoring activities as directed by TL (or others as appropriate);
- Monitors full compliance of all parties with the Agreements of 12 August and 8 September 2008, ending hostilities in Georgia and compliance with Memorandum of Understanding with MIA and MoD;
- Monitors, conducts analyses and reports on requested issues pertaining to the stabilization of the situation, especially regarding the security environment along the Administrative Boundary line (ABL);
- Monitors, reports and analyses the on-going normalization process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order;
- Monitors, reports and analyses 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, via TL and FOC, and for approval by HoM/DHoM, confidence-building activities and measures;
- Cooperates with all relevant authorities, local and international organisations when instructed by TL;
- 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, through chain of command;
- Undertakes any other relevant tasks as required by the FOC.

### II-Eligibility Criteria:

- University **degree** awarded after **three (3) years** of full-time study or equivalent Police or/and Military education, a minimum of **three (3) years** of working **experience** in police, military, public administration, political science, human rights or humanitarian organisations.

### III-Required Competencies:

- Demonstrated credible experience in an operational environment;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Ability to prioritize and manage a demanding workload;
- Demonstrated ability to contribute actively to the development of policies and procedures.

**IV-Desirable Competencies:**

- International experience in crisis areas with multi-national and international organisations;
- Capable of conducting analysis based on information and knowledge management as well as using databases;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions ("do no harm");
- Experience in dealing with civil society;
- Experience in dealing with land ownership issues, land disputes and property law;
- Experience in preparing project proposals and action plans;
- Basic understanding of topographic maps, colours, symbols and scales;
- Any other specialized knowledge or skills which could be of use for the Mission (e.g. special knowledge on property issues in post-conflict environment, special knowledge of irrigation, etc.).