

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union Monitoring Mission in Georgia
(EUMM Georgia)
2-2015 Extraordinary Call for Contributions**

Organisation:	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/Contracted (2)</u>			
	GEO AC 05a	CIS Officer - Database Administrator	1	ASAP
	GEO AP 01	Chief Procurement Officer	1	ASAP
	<u>Seconded (2)</u>			
	GEO BS 03*	Monitoring / Reporting Officer, Brussels Support Element (BSE)	1	ASAP
	GEO OL 02*	Liaison Officer to the Ministry of Internal Affairs (MIA)	1	ASAP
ASAP refers to deployments not later than 1 June 2015				
Deadline for applications:	24 April 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			

*Availability of the post is subject of pending approval of earlier EoM date.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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 staff 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; they are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities; they shall carry out their duties and act in the interest of the Mission.

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 – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of Georgian and Russian will be an asset.

Computer skills – The candidates must be skilled in word processing, spread sheet 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 is desirable or as specified in the respective job description.

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

B. RECOMMENDED REQUIREMENTS

Knowledge of the EU Institutions – The candidates should have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Knowledge of the Mission Area – The candidates should have a good knowledge of the history, culture, social and political situation of the region as well as of the police, judiciary and governmental structures.

Training and experience – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission.

C. ESSENTIAL DOCUMENTS FOR SELECTED CANDIDATES

Passport – The selected candidates must obtain a passport from their EU Member State. If possible, a Service Passport or Diplomatic Passport should be issued.

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 candidates 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 candidates 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 candidates 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 2) to be returned in Word-format, and indicating which position the candidate is applying for.

Selection process – The most suitable candidates 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 State 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

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

Seconded/Contracted

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

Reporting Line:

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

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.

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.

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.

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.

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	

Reporting line:

The Chief Procurement Officer reports to the Head of Mission Support Department.

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 Civilian CSDP 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.

Eligibility Criteria:

- 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 six (6) years of relevant and proven full-time professional experience of which two (2) years in middle 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 five (5) years of relevant and proven full-time professional experience of which two (2) years in middle management position.

Required Competencies:

- Working experience in contracting and procurement related matters, in which (two) 2 years in middle 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.

Desirable Competencies

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

Seconded

Position Name: Monitoring / Reporting Officer, Brussels Support Element (BSE)*	Employment Regime: Seconded	
Ref. Number: GEO BS 03	Location: Brussels	Availability: ASAP
Component/Department/Unit: Brussels Support Element (Head of Mission's Office)	Level of Security Clearance: EU Secret	

Reporting Line:

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

Main Tasks & Responsibilities:

- Follows closely EU – GEO relations, 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;
- Advises CPCC in Brussels on relevant issues and, 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;
- Undertakes any other related tasks as required.

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 four (4) years of relevant and proven full-time professional experience.

Required Competencies:

- Good knowledge of issues related to CSDP Missions;
- Ability to use own initiative when working individually as well as being a member of a team in a multi-national environment;
- Experience in monitoring and coordinating a broad set of activities and ensuring overall coherence;
- Excellent interpersonal and communications skills;
- Proven skills and experience in the handling, processing and analysis of information from various sources;
- Excellent drafting skills in English;
- Significant experience in the use of analytical IT packages and processes.

Desirable Competencies:

- Substantial 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;

Position Name: Liaison Officer to the Ministry of Internal Affairs (MIA)*	Employment Regime: Seconded	
Ref. Number: GEO OL 02	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Operations Department/Head of Operations Office	Level of Security Clearance: EU Secret	

Reporting line:

The Liaison Officer to MIA reports to the Head of Operations (HoOps).

Main Tasks & Responsibilities:

- Acts as EUMM Hotline holder on a twenty-four/seven basis;
- Liaises with MIA counterparts on a twenty-four/seven basis;
- Meets regularly with the counterparts in MIA to ensure that information is exchanged, especially with regard to the Provisional Mechanism for the Prevention and Settlement of Disputes, under the Technical Arrangements between the Ministry of Internal Affairs of Georgia and the Mission (hereinafter: Mechanism), and to maintain regular contacts with MIA at all levels for every issue of interest relevant to the implementation of the mandate;
- Assesses and analyses relevant information and data received from MIA, and prepare proposals for discussion with Head of Mission (HoM) on corrective measures when breaches to the Mechanism are noticed;
- Manages the processing of visit requests in accordance with Memorandum of Understanding (MoU) with MIA, including compiling all infringement data;
- Monitors and records all reported detentions and abductions in the adjacent areas to the Administrative Boundary Line (ABL) and updates the Mission on the situation of the detainees;
- Provides substantive and technical advice to the HoM and other senior EUMM staff on all police matters related to the implementation of the Mission's mandate;
- Facilitates meetings between EUMM and MIA, by arranging venue and time, and or by preparing briefing notes and speaking points on request of EUMM delegation leaders;
- Monitors and analyses MIA's activities relating to the implementation of the Six-point Agreement within the limits of the MoU with MIA and the Incident Prevention and Response Mechanism (IPRM), on request provides suggestions for HoOps;
- Interacts regularly with Field Offices through visits; and, provides advice to EUMM staff on police matters, and reports on the latest developments within MIA's activities;
- Assists Field Offices in establishing contacts with regional MIA authorities;
- Maintains regular contacts with both national and international stakeholders in the field of law enforcement and justice;
- Provides inputs on request to Mission HQ's various internal meetings as well as to the Watch-keeping Unit and the Reporting & Information Section;
- Undertakes any other relevant tasks as required by HoOps, in order to facilitate the smooth running of the current operations within the HQ.

Eligibility Criteria:

- Successful completion of a full course of university studies attested by a degree in Political Science, International Relation, Diplomacy, Social Sciences, Business/Public Administration, Police or Military 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 eight (8) years of relevant and proven full-time professional experience, of which at least three (3) years are at the strategic governmental level in the field of Law Enforcement.

Required Competencies:

- Professional fluency in Russian and English.
- Professional experience in mid-ranking posts in Police or Law Enforcement issues or equivalent experience in liaising with Police or Military structures;
- Proactive approach and ability to interact within an international environment;
- Proven ability to mediate and negotiate;
- 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, diplomatic and analytical skills; ability to analyse and objectively integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programs;
- Ability to establish good and diplomatic relations with government officials.

Desired 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 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;
- Previous experience in international Missions (UN, OSCE, EU etc.) at management level.