

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

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

<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 (35)</u></b>			
	GEO AR 12	Senior Mission Analytical Capability (MAC) Analyst	1	ASAP
	GEO AR 15	Political Adviser	1	ASAP
	GEO AR 17	Planning and Evaluation Officer	1	ASAP
	GEO OP 03	Military Liaison Officer to the Ministry of Defence (MoD)	1	02.09.2015
	GEO OC 03a	Operational Planning and Conduct Officer	1	ASAP
	GEO OW 02	Watchkeeper	1	04.11.2015
	Field Office Zugdidi			
	GEO ZM 02	Monitor	1	23.09.2015
	GEO ZM 06	Monitor	1	14.09.2015
	GEO ZM 08	Monitor	1	21.09.2015
	GEO ZM 11	Monitor	1	28.09.2015
	GEO ZM 14	Monitor	1	28.09.2015
	GEO ZM 36	Monitor	1	28.09.2015
	GEO ZM 37	Monitor	1	08.10.2015

Field Office Gori				
	GEO GM 05*	Monitor	1	31.11.2015
	GEO GM 06	Monitor	1	29.09.2015
	GEO GM 10	Monitor	1	24.11.2015
	GEO GM 11*	Monitor	1	24.11.2015
	GEO GM 12	Monitor	1	05.10.2015
	GEO GM 22	Monitor	1	28.12.2015
	GEO GM 24	Monitor	1	08.10.2015
	GEO GM 30	Monitor	1	28.09.2015
	GEO GM 32*	Monitor	1	22.12.2015
	GEO GM 33	Monitor	1	30.09.2015
	GEO GM 43	Monitor	1	28.12.2015
	GEO GM 47	Monitor	1	01.10.2015
	GEO GM 48	Monitor	1	28.12.2015
	GEO GM 49	Monitor	1	08.10.2015
	GEO GM 50	Monitor	1	10.11.2015
Field Office Mtskheta				
	GEO MM 01	Monitor	1	01.10.2015
	GEO MM 02	Monitor	1	08.12.2015
	GEO MM 06	Monitor	1	08.10.2015
	GEO MM 08	Monitor	1	29.09.2015
	GEO MM 11	Monitor	1	28.09.2015
	GEO MM 12	Monitor	1	07.10.2015
	GEO MM 25	Monitor	1	28.10.2015
<b>ASAP refers to deployments not later than 1 September 2015</b>				
<b>Deadline for applications:</b>	<b>2 July 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>			

\* Availability of the post is subject to pending reply on extension request.

**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 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 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. 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 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.

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

## **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(s) the candidate is applying for.

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

Position Name: <b>Senior Mission Analytical Capability (MAC) Analyst</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO AR 12</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Analytical Reporting and Outreach Department/Mission Analytical Capability (MAC)</b>	Level of Security Clearance: <b>EU Secret</b>	

**Reporting Line:**

The Senior MAC Analyst reports to the Head of Analytical Reporting and Outreach Department (AROD).

**Main Tasks & Responsibilities:**

- Provides analytical assessments, which will assist informed decision making processes and support the operational and reporting requirements of the Mission;
- Conducts permanent research to detect and interpret emerging challenges and other developments that could have a significant effect on the environment in which the Mission conducts its mandated tasks, in order to inform Mission planning, situation awareness and Mission security policy;
- Produces analyses in support of policy development (internal Mission policy as well as external policy processes, such as Strategic Review, development of Standard Operating Procedures (SOPs) and CPCC guidance) and in support of the Mission planning process, in coordination with all relevant Units, Offices and other Mission Departments;
- Liaises with the Information Manager in the Operations Department in order to help ensure that the Information and Knowledge Management System is structured and performs in a way that meets the information requirements of the AROD and across the Mission;
- Disseminates MAC products internally and/or externally as directed by the Head of AROD, and ensures the security of the information handled;
- Contributes to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer responsible for Mission Security;
- Develops and maintains MAC working methodology and relevant SOPs;
- Undertakes any other relevant tasks as required by the Head of AROD.

**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 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.

**Required Competencies:**

- Extensive analytical background;
- Excellent drafting and writing skills;
- Excellent interpersonal and communications skills;
- Proven skills and experience in the handling, processing and analysis of information from various sources.

**Desirable Competencies:**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience in crisis management or peace operations, preferably in the context of work on policy-making, decision-making and planning processes;
- International experience in crisis areas with multinational and/or international organisations in an analytical or political advisory capacity;
- Good knowledge of the region's history, culture and politics;
- Knowledge of Russian and/or Georgian language(s).

Position Name: <b>Political Adviser</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO AR 15</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Analytical Reporting and Outreach Department/Political Section</b>	Level of Security Clearance: <b>EU Confidential</b>	

### **Reporting Line:**

The Political Adviser reports to the Head of Analytical Reporting and Outreach Department.

### **Main Tasks & Responsibilities:**

- Advises, through the Head of the Analytical Reporting and Outreach Department (AROD), the Head of Mission and advises directly the Head of AROD on all political matters relating to the Mission;
- Through the Head of AROD, prepares briefings on political issues, drafts speeches and statements for the Head of Mission and provides substantial support to other Mission elements in the handling of issues of political relevance;
- Follows closely political developments in Georgia, including in Abkhazia and South-Ossetia, and in the wider region, and keeps in regular contact with key stakeholders;
- Actively participates, with reporting officers and analysts, in thematic working groups to ensure common drafting and comprehensive content of reports and Mission internal papers;
- Prepares briefings, background papers, and other correspondence as needed or requested;
- Assists in the preparation and conduct of official visits and bilateral and multilateral meetings (IPRM, Geneva International Discussions, etc.);
- Undertakes any other relevant tasks as required by the Head and Deputy Head of AROD.

### **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.

### **Required Competencies:**

- Very good analytical and reporting skills;
- Very good drafting and writing skills;
- Excellent interpersonal and general communication skills;
- Absolute fluency in English (oral and written);
- Working knowledge of Russian (oral and written).

### **Desirable Competencies:**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience in CSDP/CFSP Missions and/or European Institutions and good understanding of applicable rules and procedures;
- 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: <b>Planning and Evaluation Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO AR 17</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Analytical Reporting and Outreach Department<sup>1</sup>/Planning &amp; Evaluation Unit</b>	Level of Security Clearance: <b>EU Confidential</b>	

### Reporting Line:

The Planning and Evaluation Officer reports to the Chief Planning and Evaluation Officer.

### Main Tasks & Responsibilities:

- Assists and advises the Chief Planning and Evaluation Officer on the Unit's contribution at the policy level to mandate implementation, in line with the CONOPS and OPLAN, including through 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 mandated tasks against senior management guidance, feedback from Field Offices, benchmarks, results and objectively verifiable indicators of achievement;
- Coordinates the implementation of baseline surveys and monitoring and evaluation exercises regarding Mission activities and related projects and impact assessments;
- Assists in the 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 on the state of play of mandate implementation and channels relevant information in line with the relevant planning documents;
- Supports, on behalf of the Chief of the Unit, Heads of Departments and other Mission elements, as required, in translating the Mission Implementation Plan (MIP) into daily activities;
- 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;
- Captures Lessons Learned and Best Practices in 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 and Evaluation Officer as necessary;
- Undertakes any other relevant tasks, as required by the Chief Planning and Evaluation Officer.

### 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 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.

### Required Competencies:

- Experience in 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.

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<sup>1</sup> Reporting line subject to change to HoM/DHoM's Office pending PSC endorsement.

**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;
- Understanding of the region's history, culture and politics.

Position Name: <b>Military Liaison Officer to the Ministry of Defence (MoD)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO OP 03</b>	Location: <b>Tbilisi</b>	Availability: <b>02.09.2015</b>
Component/Department/Unit: <b>Operations Department/Head of Operations/DCoS Office</b>	Level of Security Clearance: <b>EU Secret</b>	

### Reporting Line:

The Military Liaison Officer to MoD reports to the Head of Operations/Deputy Chief of Staff (HoOps/DCoS).

### Main Tasks & Responsibilities:

- Establishes working relations with the MoD in Georgia, identifies EUMM principal contacts and initiates regular and appropriate liaison with officials of the MoD;
- Manages the processing of visit requests in accordance with the MOU with the MoD, including compiling infringement data;
- Establishes working relationships with other military 'actors' in the GEO theatre, particularly Defence Attaches;
- Maintains regular contact with GEO (and if possible RUS, de facto SO & ABK) military personnel at the technical level and facilitates higher level meetings, including arranging meetings and preparing briefing notes and speaking points for EUMM delegation leaders;
- Enables routine and emergency access to the MoD for exchange of information;
- Acts as first point of contact and facilitates the flow of information between EUMM and GEO MoD;
- Monitors and analyses activities of military forces in the region which may have an impact on the situation in the region, including GEO military relationships with other Parties;
- Assesses and analyses information related to all military matters and provides technical advice to the HoM and other senior EUMM staff;
- Frequently travels within the EUMM AoR to visit and advise EUMM staff in Field Offices (FOs);
- Acts as back-up for the EUMM Liaison Officers to the MIA;
- Visits military exercises and assesses the capability of the participating forces;
- Maintains a database of current military equipment found in the GEO theatre;
- Provides military advice to the HoM and senior EUMM staff;
- Prepares regular updates, briefings and special reports on GEO Armed Forces, when required;
- Advises EUMM on military methodology and the implementation of events on the ground;
- Assists in the production of written instructions to FOs;
- On occasions, represents the Mission at Military diplomatic events;
- Undertakes any other relevant tasks as required by the HoOps/DCoS.

### Eligibility Criteria:

- Successful completion of a full course of university studies attested by a degree in Military related matters, 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 three (3) are at the strategic level of Governmental agencies.

### Required Competencies:

- Working experience in mid-ranking posts in the Armed Forces, including operational experience;
- Experience in a multinational environment, working alongside other military and civilian agencies and working in a field mission;

- Diplomacy, sensitivity and the ability to provide sound, well-timed advice to HoOps/DCoS on a daily basis;
- Proactive approach and ability to interact within an international environment;
- 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.

**Desirable Competencies:**

- A working knowledge of the Russian language is highly desirable;
- 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, and experience in international field Missions (UN, OSCE, EU etc.);
- 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>Operational Planning and Conduct Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO OC 03a</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations Department/Head of Operations/DCoS Office</b>	Level of Security Clearance: <b>EU Confidential</b>	

**Reporting Line:**

The Operational Planning and Conduct Officer reports to the Head of Operations/Deputy Chief of Staff (HoOps/DCoS).

**Main Tasks & Responsibilities:**

- Assists the HoOps/DCoS in developing and updating operational plans and Standard Operating Procedures;
- Assists the Mission chain of command in the long term planning and implementation of the Mission's ability to deliver on its Mandate;
- Identifies potential future tasking for the Mission, utilizing existing data from the Mission's activities, and identifies significant future events;
- Manages the Mission Monitoring Plan, processing information provided by Field Offices and analysing and promulgating conclusions;
- Updates the Mission Information Collection Plan when tasked by HoOps/DCoS
- Develops operational strategies to facilitate the adapting of monitoring tasks to possible political and security developments;
- Assesses the performance of the monitoring teams in implementing the mandated tasks and proposes improvements or adjustments to the HoOps/DCoS;
- Assists the HQ Reporting Officers in the analysis and assessment of the situation and reports from the field locations;
- Identifies possible gaps and shortages in the operational implementation of the Mission mandate and recommends improvements to the HoOps/DCoS;
- Coordinates the planning and conduct activities with other HQ operational and planning components;
- Undertakes any other relevant tasks as required by the HoOps/DCoS.

**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 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.

**Required Competencies:**

- Progressive professional experience in post-conflict environments or similar operational or Mission experience in the context of program/project management with a broad professional background, preferably in HQ positions;
- 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.

**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 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>Watchkeeper</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO OW 02</b>	Location: <b>Tbilisi</b>	Availability: <b>04.11.2015</b>
Component/Department/Unit: <b>Operations Department<sup>2</sup>/ Watchkeeping Unit</b>	Level of Security Clearance: <b>EU Secret</b>	

### Reporting Line:

The Watchkeeper reports to the Head of Operations/Deputy Chief of Staff (HoOps/DCoS) while being under operational control of the Senior Mission Security Officer (SMSO).

### Main Tasks & Responsibilities:

- Collects, analyses and maintains all incoming security and operational reports/information from different sources within the Mission area;
- Prepares situation summaries for the Mission in their areas of responsibility;
- Carries out Duty Officer responsibilities during silent hours, weekends and holidays;
- Reviews incoming messages, determines urgency and alerts the relevant Mission elements and responsible staff members;
- Alerts and informs key security personnel and senior management of important developments;
- Undertakes any other relevant tasks, as required by HoOps/DCoS and SMSO.

### 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 five (5) years of relevant and proven full-time professional experience.

### Required Competencies:

- Working experience, preferably as a Watchkeeper, Operations Officer or Duty Officer;
- International experience in crisis areas with multi-national and international organisations;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Strong multitasking competencies, dealing with information from a variety of sources – disseminating information and acting in accordance with Standard Operating Procedures;
- Experience in liaison with law enforcement authorities;
- Communication skills, and use of communication tools and systems.

### Desirable Competencies:

- Understanding of the political and security situation in Georgia and working experience in the Caucasus region;
- 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;
- 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;
- Ability to perform under stress and in difficult circumstances.

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<sup>2</sup> Reporting line is subject to change to Security Office and Line Manager is subject to change to Senior Mission Security Officer, pending PSC endorsement.

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>See 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 (FOC) and/or his/her deputy through the Team Leader (TL) or Deputy Team Leader (DTL).

**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 the Memoranda of Understanding with the Georgian 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 possible human rights 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 FOC and HoOps, especially for critical or emergency events that require immediate action/reaction in all mandate/essential areas, through the chain of command;
- Undertakes any other relevant tasks as required by the FOC.

**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 professional experience in police, military, public administration, political science, human rights or humanitarian organisations.

**Required Competencies:**

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



**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.).