

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Georgia (EUMM Georgia) 1-2016 Call for Contributions				
Organisation:	EUMM Georgia			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (24)</u>			
	GEO AR 02	Deputy Head of Analytical Reporting and Outreach Department	Tbilisi	13.05.2016
	GEO AR 08	Reporting Officer	Tbilisi	12.05.2016
	GEO AR 13	Political Adviser	Tbilisi	05.06.2016
	GEO AR 14	Political Adviser	Tbilisi	02.05.2016
	GEO OP 02	Deputy Head of Operations	Tbilisi	01.06.2016
	GEO SW 02	Watchkeeper	Tbilisi	01.09.2016
	GEO ZM 35	Monitor	Zugdidi	29.06.2016
	GEO ZM 41	Monitor	Zugdidi	05.05.2016
	GEO ZM 42	Monitor	Zugdidi	05.05.2016
	GEO GM 15	Monitor	Gori	01.06.2016
	GEO GM 16	Monitor	Gori	03.07.2016
	GEO GM 21	Monitor	Gori	12.08.2016
	GEO GM 23	Monitor	Gori	28.08.2016
	GEO GM 27	Monitor	Gori	08.08.2016
	GEO GM 32	Monitor	Gori	22.06.2016
	GEO GM 36	Monitor	Gori	05.05.2016
	GEO GM 40	Monitor	Gori	24.07.2016
	GEO GM 44	Monitor	Gori	14.06.2016
	GEO GM 46	Monitor	Gori	05.06.2016
	GEO GM 51	Monitor	Gori	05.05.2016
	GEO MM 09	Monitor	Mtskheta	03.06.2016
	GEO MM 20	Monitor	Mtskheta	02.06.2016
	GEO MM 33	Monitor	Mtskheta	05.05.2016
GEO MM 34	Monitor	Mtskheta	05.05.2016	
Deadline for Applications:	Wednesday 16 March 2016 at 17:00 (Brussels time)			

E-mail Address to send the Job Application Form to:	cpcc.eummgeorgia@eeas.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Katarina Grape katarina.grape@ext.eeas.europa.eu +32 (0)2 584 39 29</p>

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.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

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. 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 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.

Language Skills¹ – 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 – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Education – European Qualifications Framework (EQF)².

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, political and security 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 respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – EU Member States and selected candidates 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.

¹ [Common European Framework of References for Languages](#)

² <https://ec.europa.eu/ploteus/content/descriptors-page>

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. 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 shortlisted 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.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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 POSITIONS

Position: Deputy Head of Analytical Reporting and Outreach Department	Employment Regime: Seconded	
Ref. Number: GEO AR 02	Location: Tbilisi	Availability: 13.05.2016
Component/Department/Unit: Analytical Reporting and Outreach Department	Level of Security Clearance: EU SECRET	

Reporting Line:

The Deputy Head of Analytical Reporting and Outreach Department reports to the Head of Analytical Reporting and Outreach Department (AROD).

Main Tasks and Responsibilities:

- To provide political and strategic advice to the Head of Mission (HoM) and Deputy Head of Mission/Chief of Staff (DHoM/CoS), under the authority of the Head of AROD;
- To supervise the department, its units and staff, ensuring proper coordination and development of internal AROD procedures as required by the Head of AROD;
- To supervise, coordinate and act as screening authority and quality assurance for AROD reports and briefings prior to approval by the chain of command (Head of AROD and HoM/DHoM/CoS);
- To liaise with other stakeholders inside and outside of the Mission, in particular with the EU Delegation and the EUSR's Office, as instructed by the Head of AROD;
- To define, oversee and maintain the AROD information requirements for the Mission Information Collection Plan;
- To advise the Head of AROD on matters relating to analytical reporting, political and outreach issues;
- To deputise for the Head of AROD in his/her absence from the Mission or whenever tasked to do so by the Head of AROD;
- To undertake any other related tasks as required by the Head of AROD.

Education and Experience:

Essential

- Successful completion of University studies of at least 4 years attested by a diploma
OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 7 in the European Qualifications Framework
OR
- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. a Master's degree
AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant and proven full-time professional experience with at least 3 years in a management position.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, or other relevant studies;
- Proven ability to manage both international and national staff, and the ability to manage concurrent activities and to make certain all deadlines are met;
- Strong analytical background combined with excellent political awareness and judgement;
- Clear and concise drafting, report writing and editing skills;
- Excellent communication and presentation skills;

- Ability to acquire useful information from a variety of sources;
- Diplomacy and tact, negotiation and decision-making skills;
- Experience in mentoring and motivating staff;
- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment.

Desirable

- International experience, particularly in crisis areas with multinational and/or international organisations.

Position: Reporting Officer	Employment Regime: Seconded	
Ref. Number: GEO AR 08	Location: Tbilisi	Availability: 12.05.2016
Component/Department/Unit: Analytical Reporting and Outreach Department/Reporting and Analysis Section	Level of Security Clearance: EU CONFIDENTIAL	

Reporting Line:

The Reporting Officer reports to the Head of the Analytical Reporting and Outreach Department (AROD).

Main Tasks and Responsibilities:

- To gather, check, compile and analyse large amounts of information on Mission-related activities, including reports from Field Offices, other Mission departments and open sources;
- To prepare Mission reports in line with guidance from AROD management and in conformity with CPCC reporting guidelines and the Reporting SOP. To work to tight deadlines;
- To deliver regular presentations and briefings to Mission staff, the diplomatic community in Tbilisi and external official visitors to the Mission up to Ministerial level;
- To compile the Mission's inputs to the Incident Prevention and Response Mechanism monthly meetings (IPRM) and to the Geneva International Discussions;
- To identify informational needs and to contribute to the planning of information gathering;
- To maintain working relationships with Field Offices, across the Mission Departments and with outside interlocutors to ensure effective information flow;
- To undertake any other tasks assigned by the Head and Deputy Head of AROD.

Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma
OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework
OR
- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. a Bachelor's degree
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant and proven full-time professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, or other relevant studies;
- Proven experience in clear and concise report writing and drafting;
- Excellent communication and presentation skills;
- Strong analytical skills combined with good political awareness and judgment;
- Ability to acquire useful information from a variety of sources;
- Very good interpersonal skills, and the ability to work as a member of a team;
- Good prioritisation skills.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Political Adviser	Employment Regime: Seconded	
Ref. Number: GEO AR 13 GEO AR 14	Location: Tbilisi	Availability: 05.06.2016 and 02.05.2016
Component/Department/Unit: Analytical Reporting and Outreach Department/Political Section	Level of Security Clearance: EU CONFIDENTIAL	

Reporting Line:

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

Main Tasks and Responsibilities:

- To advise the Head of Mission (HoM) and Deputy Head of Mission/Chief of Staff (DHoM/CoS), through Head of AROD, as well as advising directly Head of AROD, on all political matters relating to the Mission;
- To prepare briefings on political issues, draft speeches and statements for the HoM and DHoM/CoS and to provide substantial support to other Mission elements in the handling of issues of political relevance;
- To follow closely political developments in Georgia, including in Abkhazia and South-Ossetia, and in the wider region, and to maintain regular contact with key stakeholders;
- To participate actively, with reporting officers and analysts, in thematic working groups to ensure common drafting and comprehensive content of reports and Mission internal papers;
- To prepare briefings, background papers, and other correspondence as needed or requested;
- To assist in the preparation and conduct of official visits and bilateral and multilateral meetings (IPRM, Geneva International Discussions, etc.);
- To undertake any other relevant tasks as required by the Head and Deputy Head of AROD.

Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma
OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework
OR
- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. a Bachelor's degree
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant and proven full-time professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, or other relevant studies;
- Proven experience in analysis, clear and concise report writing and drafting;
- Strong analytical skills combined with excellent political awareness and judgement;
- Excellent communication, presentation and interpersonal skills;
- Ability to acquire useful information from a variety of sources;
- Very good interpersonal skills and the ability to work as a member of a team.

Desirable

- International experience in crisis areas with multinational and/or international organisations in a political advisory capacity.

Position: Deputy Head of Operations	Employment Regime: Seconded	
Ref. Number: GEO OP 02	Location: Tbilisi	Availability: 01.06.2016
Component/Department/Unit: Operations Department	Level of Security Clearance: EU SECRET	

Reporting Line:

The Deputy Head of Operations (DHoOps) reports to the Head of Operations/Deputy Chief of Staff (HoOps/DCoS).

Main Tasks and Responsibilities:

- To support HoOps/DCoS in the effective management of the day to day activities of the Operations Department, with particular emphasis on daily operations, maintaining 24/7 management of all operational activities;
- To drive the 'information-flow' around the Mission ensuring that situational awareness is maintained at all levels;
- To ensure that Field Office Chiefs and the monitoring teams implement their tasks in accordance with the mandate, SOPs and security guidelines;
- To act as first level line manager for MHQ Operations staff;
- To be responsible for operational planning and the coordination of planning processes with other departments, to supervise the transformation of Mission planning directives into operational planning documents and tasks;
- To visit periodically the Field Offices to address operational bottle-necks and to provide guidance and mentoring;
- To ensure that operations-related SOPs are kept up to date and relevant to the current Mission situation;
- To coordinate other Mission activities which have an impact on Operations, but are not under the control of the Operations Department;
- To assist the HoOps/DCoS in supervising and coordinating all sections and units of the Department with the view of adjusting the monitoring tasks, as well as the plans under implementation, in accordance with political and security developments;
- To prepare inputs to the agenda of, and chairs in the absence of HoOps, Field Office Chief meetings;
- To act as the first point of contact for the Operations Department in cases of emerging issues;
- To engage in and maintain co-operation and co-ordination of the operational components with other international and national interlocutors, and stake-holders;
- To represent the HoOps/DCoS and the Mission at meetings and conferences, when called upon to do so;
- To deputise for the HoOps/DCoS in his/her absence;
- To undertake any other relevant tasks as required by the HoOps/DCoS.

Education and Experience:

Essential

- Successful completion of University studies of at least 4 years attested by a diploma
OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 7 in the European Qualifications Framework
OR
- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. a Master's degree
AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant and proven full-time professional experience with at least 3 years in a senior management position.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, Business/Public Administration, Police or Military Sciences or other relevant studies;
- Possesses in-depth understanding of peace stabilisation mechanisms and conflict prevention, with substantial and diverse experience in all facets of the requirements;
- Strong operational drive with a time critical results-driven outlook;
- Strong team management and coordination skills of both international and national staff to manage concurrent activities and to make certain all are met;
- Ability to prioritise and manage a demanding workload;
- Ability to make sound and timely decisions related to own duties as well as those which might affect the interests of colleagues and partners;
- Experience in mentoring and motivating staff;
- Strong analytical skills combined with good judgment;
- Diplomacy and tact, negotiation and decision-making skills;
- Excellent interpersonal and communications skills.

Desirable

- International experience, particularly in crisis areas with multinational and/or international organisations.

Position: Watchkeeper	Employment Regime: Seconded	
Ref. Number: GEO SW 02	Location: Tbilisi	Availability: 01.09.2016
Component/Department/Unit: Security Office/Watchkeeping Unit	Level of Security Clearance: EU SECRET	

Reporting Line:

The Watchkeeper reports to the Senior Mission Security Officer (SMSO).

Main Tasks and Responsibilities:

- To collect, analyse and maintain all incoming security and operational reports/information from different sources within the Mission area;
- To prepare situation summaries for the Mission in their areas of responsibility;
- To assume Duty Officer responsibilities during silent hours;
- To review incoming messages, to determine urgency and alert the relevant Mission elements and responsible staff members;
- To alert and inform key security personnel and senior management of important developments;
- To undertake any other relevant tasks assigned by the SMSO.

Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma
OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework
OR
- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. a Bachelor's degree
AND
- After having fulfilled the education requirements, a minimum of 5 years of proven, full-time work experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, Diplomacy, Social Sciences, Business/Public Administration, Police or Military Sciences or other relevant studies;
- Experience in liaison with law enforcement authorities;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Strong multi-tasking competencies;
- Experience in dealing with information from a variety of sources – disseminating information and acting in accordance with Standard Operating Procedures (SOPs);
- Ability to acquire useful information from a variety of sources;
- Clear and concise drafting, report writing skills;
- Excellent communication skills, and use of communication tools and systems;
- Experienced user of MS Office suites and databases;
- Proven ability to perform under stress and in difficult circumstances;
- Good understanding of the historical, political, cultural and security situation of the Caucasus, in particular Georgia.

Desirable

- Work experience preferably as a Watchkeeper, Operations Officer or Duty Officer.

Position: Monitor	Employment Regime: Seconded	
Ref. Number: Generic	Location: Mtskheta; Gori; Zugdidi	Availability: See page 1
Component/Department/Unit: Operations Department/ Field Office Mtskheta; Gori; Zugdidi	Level of Security Clearance: EU CONFIDENTIAL	

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 and Responsibilities:

- To monitor 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, SSG and MoD;
- To monitor, conduct, analyse and report on requested issues pertaining to the stabilisation of the situation, especially regarding the security environment along the Administrative Boundary Line (ABL);
- To monitor, report and analyse the on-going normalisation process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order;
- To monitor, report and analyse the situation of Internally Displaced Persons (IDPs), Refugees and Returnees;
- To monitor the security of transport links, energy infrastructures and public utilities;
- To monitor human rights issues and the implementation of the human rights measures in conformity with the Mission mandate and tasks;
- To report on possible human rights violations in conformity with the Mission mandate and tasks;
- To propose, via the Team Leader (TL) and FOC, for approval by HoM and DHoM/CoS, confidence-building activities and measures;
- To cooperate with all relevant authorities, local and international organisations when instructed by the TL;
- To contribute to the production of accurate required reports, to make recommendations for improvement - including non-compliance reports - as necessary;
- To assist, advise and update the FOC and Head of Operations/Deputy Chief of Staff, on critical or emergency events that require immediate action/reaction in all mandate/essential areas, through the chain of command;
- To drive EUMM vehicles with manual transmission during patrols in rough terrain and on duty trips;
- To undertake any other tasks assigned by the FOC.

Education and Experience:

Essential

- Successful Completion of University studies of at least 3 years attested by a diploma
OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework
OR
- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. a Bachelor's degree
OR
- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 3 years of relevant and proven full-time professional experience.

Specification of Education Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Police or Military Sciences or other relevant studies;
- Area of expertise, e.g. police, military, public administration, political science, human rights or humanitarian organisations;
- Demonstrated credible experience in an operational environment;
- Experienced driver of vehicles with manual transmission;
- Ability to acquire useful information from a variety of sources, and good writing skills for drafting accurate reports;
- Ability to prioritise and manage a demanding workload;
- Demonstrated ability to contribute actively to the development of policies and procedures.

Desirable

- Capable of conducting analysis based on information and knowledge management as well as using databases;
- Basic understanding of topographic maps, colours, symbols and scales;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions ("do no harm");
- Experience of working with civil society;
- Experience in working on land ownership issues, land disputes and property law;
- Experience in preparing project proposals and action plans;
- Any other specialised 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.).