

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Georgia (EUMM Georgia) 3-2016 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 (28)</u>			
	GEO HO 18	Chief Planning and Evaluation Officer	Tbilisi	28 Apr 2017
	GEO AR 10	Spokesperson/Chief of Press and Public Information Unit	Tbilisi	01 Feb 2017
	GEO SW 03	Watchkeeper	Tbilisi	ASAP
	GEO ZO 04	Operations Officer	Zugdidi	ASAP
	GEO ZM 03	Monitor	Zugdidi	16 Feb 2017
	GEO ZM 05	Monitor	Zugdidi	20 Mar 2017
	GEO ZM 07	Monitor	Zugdidi	14 Mar 2017
	GEO ZM 09	Monitor	Zugdidi	01 May 2017
	GEO ZM 15	Monitor	Zugdidi	03 Apr 2017
	GEO ZM 21	Monitor	Zugdidi	11 Apr 2017
	GEO ZM 25	Monitor	Zugdidi	01 Mar 2017
	GEO ZM 30	Monitor	Zugdidi	05 Jan 2017
	GEO ZM 34	Monitor	Zugdidi	06 Mar 2017
	GEO ZM 40	Monitor	Zugdidi	20 Feb 2017
	GEO GO 04	Operations Officer	Gori	07 Mar 2017
	GEO GM 04	Monitor	Gori	27 Apr 2017
	GEO GM 14	Monitor	Gori	04 Apr 2017
	GEO GM 29	Monitor	Gori	07 Mar 2017
	GEO GM 30	Monitor	Gori	16 Mar 2017
	GEO GM 34	Monitor	Gori	03 Apr 2017
	GEO GM 35	Monitor	Gori	03 Apr 2017
	GEO GM 42*	Monitor	Gori	01 Mar 2017
	GEO MO 03	Operations Officer	Mtskheta	02 Mar 2017
	GEO MO 07	Reporting and Information Officer	Mtskheta	ASAP
	GEO MO 08	Reporting and Information Officer	Mtskheta	02 Mar 2017
	GEO MM 01	Monitor	Mtskheta	12 Apr 2017
	GEO MM 23	Monitor	Mtskheta	19 Apr 2017
	GEO MM 24	Monitor	Mtskheta	20 Feb 2017
<u>Seconded/Contracted (1)</u>				
GEO AP 01**	Chief Procurement Officer	Tbilisi	ASAP	
Deadline for Applications:	Friday 25 November 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>

- * The availability of this position is subject to the non-confirmation of a request for extension.
- ** The availability of this position is subject to confirmation of resignation of the incumbent.

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

The following are essential requirements in respect of civilian international experts to the Missions:

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. They shall carry out their duties and act in the interest of the Mission.

Communication Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

Language Skills¹ – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

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

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Training – e-Hest² or equivalent.

Education – A recognised academic qualification under the European Qualifications Framework (EQF)³, or equivalent, at a level specified in the individual job descriptions.

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.

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

B. Desirable 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; and also knowledge of the police, judiciary and governmental structures.

Knowledge and Experience of SSR – The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence – Category C driving licence.

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

² <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

³ <https://ec.europa.eu/ploteus/content/descriptors-page>

C. Essential Documents for Selected Candidates

Passport – The selected candidates must have 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.

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. They also must be vaccinated according to the required immunisations for the Mission area.

Medical Certificate – The selected candidates should undergo a 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

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages the 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 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 States 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: Chief Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. number: GEO HO 18	Location: Tbilisi	Availability: 28 Apr 2017
Component/Department/Unit: HoM & DHoM/CoS Office / Planning and Evaluation Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Chief Planning and Evaluation Officer reports to the Deputy Head of Mission/Chief of Staff (DHoM/Cos).

2. Main Tasks and Responsibilities

- To oversee and to coordinate the Mission planning activities as a whole to facilitate the achievement of the Mission`s strategic priorities and objectives.
- To assist 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, to translate 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.
- To assist other Departments in translating the benchmarks and objectives of the MIP into practical tasking in line with the Mission`s strategic objectives and to ensure relevant information gathering and monitoring processes.
- To lead 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.
- To ensure constant monitoring of MIP implementation by all Mission Departments and Field Offices via permanent collection of feedback within the Mission.
- To coordinate the Mission Information Collection Plan (MICP) and the work of the various MICP working groups.
- To ensure regular evaluation of EUMM performance in fulfilling its mandated tasks via benchmarks and results and objectively verifiable indicators.
- To identify and evaluate Mission-wide risks and assumptions in order to identify new benchmarks and to design new monitoring mechanisms.
- In the interest of overall and continuous coordination to participate in meetings of the Mission`s operational planning team.
- To take into consideration the analytical inputs and contributions from others, in particular Lessons Learned and Best Practices captured by the Mission Analytical Capability.
- To display openness in sharing information.
- To undertake any other relevant tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Law, Project Management, Business Administration, Public Administration or other relevant field; AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience with at least 3 years at management level related to strategic analysis.

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

5. Desirable Qualifications and Experience

- Good knowledge in computer technology, including familiarity with planning-relevant software and applications.
- 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: Spokesperson/Chief of Press and Public Information Unit	Employment Regime: Seconded	
Ref. number: GEO AR 10	Location: Tbilisi	Availability: 01 Feb 2017
Component/Department/Unit: Analytical Reporting and Outreach Department/Press and Public Information Unit (PPIU)	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Spokesperson/Chief of Press and Public Information Unit reports to the Head of Analytical Reporting and Outreach Department (HoAROD).

2. Main Tasks and Responsibilities

- To act as the Mission's main spokesperson and to communicate the work of the Mission to the public.
- To lead, direct and manage the work and staff of the Press and Public Information Unit (PPIU).
- To supervise the Press and Public Information budget and procurement processes as well as all contract/tender/designs for Mission visibility items.
- To draft if necessary, keep under review, and implement the Strategic Communications Plan of the Mission.
- To organise and conduct press conferences, briefings and other media events.
- To cover the media aspects of high-level visits as well as supervise and coordinate arrangements for visiting journalists/media.
- To supervise the development and maintenance of an effective Mission website and, if relevant, social media platforms.
- To supervise the drafting of press releases, public statements, articles and features, and to seek clearance from the HOM's office if appropriate. To co-ordinate same with other EU actors in theatre if appropriate.
- To ensure coordination with the press offices of other EU actors in the host state.
- To undertake any other relevant tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To advise the Head of Mission and Deputy Head of Mission/Chief of Staff plus other key staff as necessary on media and public information issues.
- To create and to promote positive communication and information campaigns to support and explain the Mission to local, regional and international audiences.
- To be responsible for the production of daily media monitoring and its dissemination internally through the Mission.
- To analyse the public impact of the Mission's activities and the effectiveness of the Mission's public outreach work.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration or other relevant field; AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience with at least 3 years of experience at management level.
- Experience as a spokesperson and institutional communication.
- Excellent interpersonal and communication skills, both written and oral.

- Strong 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.

5. Desirable Qualifications and Experience

- Experience running media and outreach campaigns.
- Experience in planning and implementing projects.
- Good contacts in the local and international media.
- 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.
- Experience in diplomacy, negotiations and field work in international organisations.
- Knowledge of procurement and budgetary processes.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Knowledge of Russian and/or Georgian language.

Position: Watchkeeper	Employment Regime: Seconded	
Ref. number: GEO SW 01	Location: Tbilisi	Availability: As soon as possible
Component/Department/Unit: Security/ Watchkeeping Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To collect, disseminate and maintain all incoming reports/information from different sources within the Mission area.
- To prepare situation summaries for the Mission.
- 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 encrypt and decrypt reports for inward/outward transmission as required.
- To undertake any other relevant tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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. Bachelor`s Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Social Sciences, Business Administration, Public Administration or other relevant field; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- Experience in liaison with law enforcement authorities.
- 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.
- Good knowledge of the police, judiciary and governmental structures.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Appropriate knowledge of handling, communicating and storing Classified information.

5. Desirable Qualifications and Experience

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

Position: Operations Officer	Employment Regime: Seconded	
Ref. number: GEO ZO 04, GEO GO 04, GEO MO 03	Location: Zugdidi Gori Mtskheta	Availability: As soon as Possible 07 Mar 2017 02 Mar 2017
Component/Department/Unit: Operations Department/ Field Office Zugdidi/Gori/Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Operations Officer reports to the Field Office Chief (FOC).

2. Main Tasks and Responsibilities

- To plan, task and oversee the execution of all Field Office (FO) patrolling activities.
- To oversee the allocation of personnel, vehicles and resources to operational tasks.
- To manage the communication flow through the FO by briefing staff and compiling reports so that all FO personnel are kept informed and updated on events.
- To handle incidents and events in the Area of Responsibility (AoR) as a member of the Field Office Security Management Team.
- To maintain and update Standard Operating Procedures (SOPs).
- To suggest amendments to Mission HQ Operations for the effective implementation of the Mandate through the chain of command.
- To provide Mission HQ with timely and accurate information in line with the prescribed operational rhythm.
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements.
- To co-ordinate training activities in the FO.
- To plan visits of external official visitors to the FO, and to conduct external activities.
- To undertake any other relevant tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration or other relevant field; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience in an operational environment with a demanding workload and tight deadlines.
- The above mentioned relevant experience must be in police, military, public administration, political science, human rights or humanitarian organisations.
- Excellent organisational, prioritisation, planning, and time-management skills. A proactive approach.
- Very good conceptual and strategic skills.
- Strong writing skills for drafting concise and accurate reports.
- Excellent communication and presentation skills.
- Experience in research, acquisition and analysis of information from a wide variety of sources.
- Experience in establishing and maintaining effective working relationships.

5. Desirable Qualifications and Experience

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

Position: Reporting and Information Officer	Employment Regime: Seconded	
Ref. number: GEO MO 07 GEO MO 08	Location: Mtskheta	Availability: As soon as possible 02 Mar 2017
Component/Department/Unit: Operations Department/ Field Office Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Reporting and Information Officer reports to the Field Office Chief (FOC).

2. Main Tasks and Responsibilities

- To compile all regular reports (daily/weekly/monthly) and also special operational reports in accordance with relevant Mission planning documents.
- To debrief all Field Office (FO) patrols after their return from their daily patrol duties to the FO so that all relevant monitoring information is available as input to the daily FO reports.
- To review patrol reports for quality and accuracy and to advise patrol leaders and team leaders accordingly.
- To process and to analyse information gathered by patrols.
- To identify significant events and trends, and to illustrate, where possible, with quantifiable data.
- To identify knowledge gaps on Mandate-sensitive issues.
- To propose potential themes that merit further study in order to best implement the Mission Mandate.
- To maintain and to regularly update the computerised knowledge data bases and statistics within the FO.
- To draft and to deliver briefings to visitors to the FO, including high level delegations.
- To work to and to meet all deadlines as determined by relevant Mission planning documents.
- To undertake any other relevant tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Social Sciences or Business Administration or other relevant field; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- The 5 years of relevant experience must be in public administration, political science, intelligence or in a related area.
- Extensive experience in report writing - preferably in relation to a post-conflict environment.
- 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 prioritise and manage a demanding workload.
- Capable of conducting analysis based on information and knowledge management, as well as databases.
- Highly developed drafting skills.
- Strong analytical skills combined with good judgment.
- Excellent interpersonal and communications skills.

5. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations.
- Knowledge of Russian and/or Georgian language.

Position: Monitor	Employment Regime: Seconded	
Ref. number: Generic	Location: Zugdidi/Gori/Mtskheta	Availability: See page 1
Component/Department/Unit/ Operations Department/ Field Office Zugdidi/Gori/Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Monitor reports to the Field Office Chief (FOC), through the Team Leader (TL).

2. Main Tasks and Responsibilities

- To conduct monitoring activities in full compliance with the Mission's mandate.
- To monitor, analyse and report on requested issues pertaining to the situation in the FO Area of Responsibility (AoR), in line with the various components of the Mission's mandate.
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary.
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission's mandate that require immediate action/reaction by Line Management.
- To undertake any other relevant tasks as requested by the Line Managers.

3. Mission Specific 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 Ministry of Internal Affairs (MIA), State Security Service of Georgia (SSSG) and Ministry of Defence (MoD).
- 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 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 drive EUMM vehicles with manual and automatic transmission during patrols in rough terrain and on duty trips.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration or other relevant field; AND
- After having fulfilled the education requirements, a minimum of 3 years relevant professional experience in the 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 and over rough terrain.
- 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.

5. Desirable Qualifications and Experience

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

SECONDED/CONTRACTED POSITION

Position: Chief Procurement Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. number: GEO AP 01	Location: Tbilisi	Availability: As soon as possible
Component/Department/Unit: Mission Support/ Procurement Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Procurement Unit.
- To lead, develop, manage and co-ordinate the CSDP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation, EU financial regulations and relevant internal Standard Operating Procedures (SOPs).
- To assist and advise the chain of command on all contracting and procurement issues.
- To provide assistance to the Mission members related to all contracting and procurement matters.
- To develop professional relationships and work partnership with the EU Commission and other CSDP Field Operations in the field of contracting and procurement for the Mission.
- To undertake any other relevant tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To analyse and to evaluate procurement requests from the Mission departments, sections and units. To check technical specifications, terms of reference and bill of quantities for compliance with best procurement practices.
- To participate in tender preparations and opening sessions, to evaluate bid proposals, and to make recommendations on the award of contracts and the delivery of purchases.
- To approve procurement documents within his/her authorised financial limit.
- To consolidate the Mission's Procurement Acquisition Plan (PAP) for the planning of long-term procurement activities.
- To oversee continuous improvements in the procurement procedures and tools, based on internal and external audits.
- To manage and to maintain the Mission procurement database, as well as all procurement documents.
- To ensure timely implementation of Procurement Acquisition Plan (PAP) and day-to day related purchases.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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. Bachelor's Degree OR equivalent and attested police and/or military education or training or equivalent rank. The qualification should be in any of the fields of Public Administration, Business Administration, Finance, Economics, Law or other relevant subject; AND
- After having fulfilled the education requirements, a minimum of 5 years of overall professional experience in contracting and procurement with at least 2 years of experience in middle management level.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

- High level of communication and report writing skills.
- Extensive experience in prioritising and managing a demanding workload in a time-pressured and deadline-driven environment.
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds, while maintaining impartiality and objectivity.

5. Desirable Qualifications and Experience

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