

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Georgia (EUMM Georgia) 1-2017 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 (30)</u>			
	GEO AR 18	Project Manager of EU Confidence Building Facility	Tbilisi	14 Jun 2017
	GEO HO 19	Planning and Evaluation Officer	Tbilisi	ASAP
	GEO OI 01	Information Manager	Tbilisi	01 Jun 2017
	GEO OL 02a*	Liaison Officer to the SSSG and MIA	Tbilisi	03 Jul 2017
	GEO OP 03	Military Liaison Officer to the Ministry of Defence (MoD)	Tbilisi	05 Jun 2017
	GEO SW 02*	Watchkeeper	Tbilisi	01 Sep 2017
	GEO SW 03*	Watchkeeper	Tbilisi	14 Aug 2017
	GEO ZO 08	Reporting and Information Officer	Zugdidi	24 Jul 2017
	GEO ZM 03	Monitor	Zugdidi	ASAP
	GEO ZM 16	Monitor	Zugdidi	19 Jun 2017
	GEO ZM 35	Monitor	Zugdidi	05 May 2017
	GEO ZM 41	Monitor	Zugdidi	20 Jun 2017
	GEO ZM 42	Monitor	Zugdidi	20 Jun 2017
	GEO GM 03	Monitor	Gori	31 Jul 2017
	GEO GM 09	Monitor	Gori	09 Aug 2017
	GEO GM 15*	Monitor	Gori	31 May 2017
	GEO GM 16	Monitor	Gori	03 Jul 2017
	GEO GM 17*	Monitor	Gori	05 Jun 2017
	GEO GM 21	Monitor	Gori	16 Aug 2017
	GEO GM 27	Monitor	Gori	09 Aug 2017
	GEO GM 32	Monitor	Gori	22 Jun 2017
	GEO GM 44	Monitor	Gori	20 Jun 2017
	GEO GM 45	Monitor	Gori	05 Jun 2017
	GEO MO 04	Operations Officer	Mtskheta	15 May 2017
	GEO MM 04*	Monitor	Mtskheta	03 Jul 2017
	GEO MM 09	Monitor	Mtskheta	05 Jun 2017

	GEO MM 15**	Monitor	Mtskheta	10 Apr 2017
	GEO MM 20	Monitor	Mtskheta	05 Jun 2017
	GEO MM 33	Monitor	Mtskheta	17 May 2017
	GEO MM 34*	Monitor	Mtskheta	10 May 2017
<u>Seconded/Contracted (1)</u>				
	GEO AS 01a	Chief of Supply	Tbilisi	ASAP
Deadline for Applications:	Thursday 09 March 2017 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 the non-confirmation of a selection.

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 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.

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>

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.

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: Project Manager of EU Confidence Building Facility	Employment Regime: Seconded	
Ref. Number: GEO AR 18	Location: Tbilisi	Availability: 14 Jun 2017
Component/Department/Unit: Analytical Reporting and Outreach Department/ EU Confidence Building Facility	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Project Manager of the EU Confidence Building Facility (CBF) reports to the Head of the Analytical Reporting and Outreach Department (HoAROD).

2. Main Tasks and Responsibilities

- To manage the work of the CBF in accordance with the OPLAN and relevant planning documents.
- To ensure that project proposals are properly coordinated within the Mission as well as with external stakeholders.
- To assist the Mission’s Senior Management and Heads of Department in project planning and development and to coordinate the implementation of the Mission’s projects with other stakeholders.
- To assess project proposals and to make recommendations on the feasibility and sustainability of project in cooperation with Heads of Department and the Finance Unit.
- To establish and maintain contacts with NGOs and International Organisations to identify potential project partners and funding.
- To develop the Mission’s Projects Database and to maintain a record of the Mission’s project history and ongoing activities in order to ensure transparency and proper administration in accordance with EU regulations.
- Upon project completion, to ensure that post-project reporting and evaluation have been completed.
- To maintain and develop project management procedures.
- To develop best practices on project management and record lessons learned.
- To undertake any other relevant tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- Acts as the Mission’s Focal Point on CBF projects with the EU Family in Georgia (EU Delegation, EUSR and EU Embassies).
- In close consultation with DHOM/CoS (chair) to prepare and follow up to the regular CBF Coordination Committee meetings of the EU Family in Georgia.
- Contributes to the Mission reporting regarding progress of CBF.
- Maintains a network of contacts within the Mission and across Georgia for identification of potential CBF projects.

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. The qualification should be in any of the fields of project management, business or public administration or other relevant field; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- Experience in planning, implementation and management of projects, preferably in a conflict/post-conflict environment.
- Excellent analytical capability.

- Ability to work on multiple projects using accepted project management methodologies and risk management approaches.
- Very good teamwork capabilities, and the ability to work both independently as well as a member of a team.
- Experience in prioritizing and managing a demanding workload in a time-pressured and deadline-driven environment.
- Excellent presentation and writing skills.
- Experienced user of databases.

5. Desirable Qualifications and Experience

- Project management qualification, such as APM, PPM, PRINCE2, or equivalent.
- International experience with multi-national and international organisations.
- Familiarity with the EU Financial Regulations.
- Knowledge of Russian and/or Georgian language.

Position: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. number: GEO HO 19	Location: Tbilisi	Availability: As soon as possible
Component/Department/Unit: HoM & DHoM/CoS Office/ Planning & Evaluation Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Planning and Evaluation Officer reports to the Chief Planning and Evaluation Officer (CPEO).

2. Main Tasks and Responsibilities

- To assist the Mission chain of command in developing long term planning and organisational adjustments to reflect changes in the operational context and implementation.
- To assist the CPEO in the administration and coordination of the Mission planning documents and procedures (Mission Implementation Plan (MIP) etc.) to facilitate the achievement of the Mission's strategic priorities and objectives.
- To collate and analyse information from Mission Departments and Field Offices and from external sources to support the evaluation of the MIP.
- To provide and disseminate MIP information and evaluations.
- To update the Mission Information Collection Plan (MICP), and to coordinate the work of the various MICP working groups.
- To assist in updating the Mission policy on Standard Operating Procedures (SOPs) and horizontal guidelines.
- To identify and evaluate Mission-wide risks and assumptions in order to identify new benchmarks and to design new monitoring mechanisms.
- To identify the Mission Best Practices and Lessons Learned.
- To design, implement and update a Monitoring and Evaluation System to support Mission planning.
- To conduct presentations, briefings, background papers and written reports as requested.
- To act on behalf and represent the CPEO 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 second 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 Sciences, Strategic Studies, International Relations, Business/Public Administration, Police or Military Sciences; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience including proven experience in developing and implementing Monitoring and Evaluation systems.
- Excellent presentation and written skills.
- Proven ability to establish and maintain effective working relations with his/her team.

5. Desirable Qualifications and Experience

- International experience in multilateral crisis management or similar international organisations.
- Knowledge and experience in the use of computer technology, including familiarity with planning-relevant software and applications.

Position : Information Manager	Employment Regime: Seconded	
Ref. Number: GEO OI 01	Location: Tbilisi	Availability: 01 Jun 2017
Component/Department/Unit: Operations Department/ Head of Operations Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Information Manager reports to the Head of Operations (HoOps).

2. Main Tasks & Responsibilities

- To ensure the establishment, continued development and management of the Mission's information flow and structure to support the operational and reporting requirements of the Mission in close consultation with other EUMM departments.
- To identify Mission information exchange requirements and to contribute to information and knowledge sharing aimed at the development of a common situational awareness with the Mission's chain of command and other EU actors.
- To ensure, in close cooperation with the Mission Security and the Communications and Information Systems Unit, the security of sensitive information handled by the Mission, and to disseminate it in accordance with instructions of senior management.
- To contribute to Mission security with information and analytical products that will support the conduct of security and risk assessments.
- To work closely with all relevant departments to ensure that their information, reporting and analysis requirements are factored into the continued development of the information management tools.
- To contribute to the structured management of information flows within the Mission through a systematic approach to ensure that information is processed to support operations, common situational awareness and Mandate delivery.
- To structure Mission information flows to make them functional to the generation of analytical products in support of the operational, security and reporting needs of the Mission, including to support the Mission Geographic Information System (GIS) elements.
- To ensure the continued development and supervision of the Mission Document Management System through coordination with all Mission Departments and units in accordance with guidelines from CPCC.
- To coordinate with relevant departments on the analysis and structure of existing Mission information for inclusion in the new system.
- 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 . The qualification should be in any of the fields of Project Management, Political Science, International Relations, Diplomacy, Social Sciences or other relevant field or other relevant field; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience in the field of project/information management or in a relevant area.
- Working experience in information management.
- Skills and experience in using systems for the management and analysis of information from various sources.
- Ability to prioritise and manage a demanding workload.
- Ability to work dynamically on his/her own initiative in a methodical manner.

- Superior drafting skills.
- Strong analytical skills combined with good judgment.
- Knowledge of database, analysis software products.

5. Desirable Qualifications and Experience

- Experience in an operational environment.
- Knowledge of GIS products.
- Experience of EU information security management requirements.

Position: Liaison Officer to the SSSG and MIA	Employment Regime: Seconded	
Ref. number: GEO OL 02a*	Location: Tbilisi	Availability: 03 Jul 2017
Component/Department/Unit: Operations Department/ Head of Operations Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To act as EUMM Hotline holder on a twenty-four/seven basis.
- To liaise with counterparts from the State Security Service of Georgia (SSSG) and the Ministry of Internal Affairs (MIA) on a twenty-four/seven basis.
- To meet regularly with counterparts in the SSSG and MIA to ensure that information is exchanged - especially with regard to the Provisional Mechanism for the Prevention and Settlement of Disputes, under the Technical Arrangements between the SSSG and MIA of Georgia and the Mission (hereinafter: Mechanism).
- To maintain regular contacts with the SSSG and MIA at all levels on every issue of interest relevant to the implementation of the Mandate.
- To assess and to analyse relevant information and data received from the SSSG and MIA, and to prepare proposals for discussion with the Head of Mission (HoM) on corrective measures when breaches to the Mechanism are noticed.
- To manage the processing of visit requests in accordance with Technical Arrangements (TA) with the SSSG and MIA, including compiling all infringement data.
- To monitor and record all reported detentions and abductions in the areas adjacent to the Administrative Boundary Line (ABL) and to update the Mission on the situation of detainees.
- To provide substantive and technical advice to the HoM and other senior EUMM staff on all police matters related to the implementation of the Mission's Mandate.
- To facilitate meetings between the EUMM and the SSSG and MIA, by arranging venue and time, and/or by preparing briefing notes and speaking points as requested by EUMM delegation leaders.
- To monitor and analyse the activities of the SSSG and MIA relating to the implementation of the Six-point Agreement within the limits of the TA with the SSSG and MIA and the Incident Prevention and Response Mechanism (IPRM). To propose solutions to HoOps as required.
- To interact regularly with EUMM Field Offices (FOs) through visits. To provide advice to EUMM staff on police matters. To report on the latest SSSG and MIA developments.
- To assist EUMM FOs in establishing contacts with regional SSSG and MIA authorities.
- To maintain regular contacts with both national and international stakeholders in the field of law enforcement and justice.
- To provide inputs to Mission internal meetings, to the Watchkeeping Unit and to the Analytical Reporting and Outreach Department of the Mission.
- 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, Police or Military Sciences 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 the strategic level in the field of Law Enforcement.
- Professional fluency in Russian and English.
- Professional experience in mid-ranking posts in Police or Law Enforcement issues, or equivalent experience in liaising with Police or Military structures.
- Proven track record in mediation and negotiation.
- Ability to establish good and diplomatic relations with government officials.
- Proactive approach and the ability to interact within an international environment.
- Ability to prioritise and manage a demanding workload.
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports.
- Excellent organisational, planning, and time-management skills.
- Strong analytical skills combined with good judgement.
- Ability to handle sensitive matters and to follow trends in the administration of diverse programs.

5. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations.
- Previous field experience in international Organisations (EU, OSCE, UN etc.) at management level.

Position : Military Liaison Officer to the Ministry of Defence (MoD)	Employment Regime: Seconded	
Ref. Number: GEO OP 03	Location: Tbilisi	Availability: 05 Jun 2017
Component/Department/Unit: Operations Department/ Head of Operations Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks & Responsibilities

- To establish working relations with the MoD in Georgia, to identify EUMM principal contacts and to initiate regular and appropriate liaison with officials of the MoD.
- To manage the processing of visit requests in accordance with the Technical Arrangements between the MoD and the Mission, including compiling infringement data.
- To establish working relationships with other military actors in the GEO theatre, particularly Defence Attaches.
- To maintain regular contact with GEO (and if possible RU, de facto SO & ABK) military personnel at the technical level and to facilitate higher level meetings, including arranging meetings and preparing briefing notes and speaking points for EUMM delegation leaders.
- To enable routine and emergency access to the MoD for exchange of information.
- To act as first point of contact and to facilitate the flow of information between EUMM and GEO MoD.
- To monitor and analyse 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.
- To assess and analyse information related to all military matters and to provide technical advice to the HoM and other senior EUMM staff.
- To travel frequently within the EUMM AoR to visit and advise EUMM staff in Field Offices (FOs).
- To act as back-up for the EUMM Liaison Officers to SSSG and MIA.
- To visit military exercises and to assess the capability of the participating forces.
- To maintain a database of current military equipment found in the GEO theatre.
- To provide military advice to the HoM and senior EUMM staff.
- To prepare regular updates, briefings and special reports on GEO Armed Forces, when required.
- To advise EUMM on military methodology and the implementation of events on the ground.
- To assist in the production of written instructions to FOs.
- On occasions, to represent the Mission at Military diplomatic events.
- To undertake any other relevant tasks as required 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 military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Military related matters; AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience, of which at least 3 should be at the strategic level of Governmental agencies.
- Working experience in mid-ranking posts in the Armed Forces, including operational experience.
- Diplomacy, sensitivity and the ability to provide sound, well-timed advice to HoOps on a daily basis.
- Proactive approach and ability to interact within an international environment.
- Excellent organisational, planning, and time-management skills.

- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports.
- Research and analytical skills.
- Ability to analyse and integrate diverse information from varied sources.
- Ability to handle sensitive matters and follow trends in the administration of diverse programs.

5. Desirable Qualifications and Experience

- A working knowledge of the Russian language highly desirable.
- International experience, particularly in crisis areas with multi-national and international organisations, and experience in international field Missions (UN, OSCE, EU etc.).

Position: Watchkeeper	Employment Regime: Seconded	
Ref. number: GEO SW 02* GEO SW 03*	Location: Tbilisi	Availability: 01 Sep 2017 14 Aug 2017
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, Police or Military Sciences 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.
- 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.
- Knowledge of the police, judiciary and governmental structures.
- Knowledge of handling, communicating and storing Classified information.

5. Desirable Qualifications and Experience

- Work experience preferably as a Watchkeeper, Operations Officer or Duty Officer.
- International experience, particularly in crisis areas with multi-national and international organisations.

Position: Reporting and Information Officer	Employment Regime: Seconded	
Ref. number: GEO ZO 08	Location: Zugdidi	Availability: 24 Jul 2017
Component/Department/Unit: Operations Department/ Field Office Zugdidi	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 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, supported by, where possible, 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 databases 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, Business Administration or Police or Military Sciences or other relevant field; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience, in the field of public administration, political science, intelligence or in a related area.
- Extensive experience in report writing - preferably in relation to a post-conflict environment.
- 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.

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: Operations Officer	Employment Regime: Seconded	
Ref. number: GEO MO 04	Location: Mtskheta	Availability: 15 May 2017
Component/Department/Unit: Operations Department/ Field Office 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, Business Administration, Police or Military Sciences 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.
- Organisational, prioritisation, planning, and time-management skills.
- Very good conceptual and strategic skills.
- Writing skills for drafting concise and accurate operational reports.
- Excellent 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: Monitor	Employment Regime: Seconded	
Ref. number: Generic	Location: Zugdidi/Gori/Mtskheta	Availability: See page 1&2
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 Technical Arrangements 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, Business Administration, Police or Military Sciences 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.
- 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 contribute in a proactive way 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 of Supply	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. number: GEO AS 01a	Location: Tbilisi	Availability: As soon as possible
Component/Department/Unit: Mission Support Department/ General Support and Services (GSS) Unit/Supply Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Chief of Supply reports to the Chief of General Support and Services (CGSS).

2. Main Tasks and Responsibilities

- To plan, analyse, design, program and implement all aspects of the supply needs of the Mission.
- To design, develop, with software support, and to implement supply and warehouse management systems, as well as the online Mission supply catalogue.
- To produce reports concerning supply-related issues; to propose and recommend changes and improvements; to ensure accuracy and comprehensive policies and guidelines for the supply chain.
- To identify needs of goods, services and/or works specifically required for his/her area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods, services and works.
- To maintain, apply, oversee and provide guidance on central warehousing, receiving and inspection procedures and to maintain appropriate storage facilities for all commodities.
- To bear the overall responsibility for warehouse safety, and as such to ensure that the applicable EU guidelines on proper warehouse safety procedures are implemented and followed.
- To monitor stock flows of non-expendable items under his/her responsibility in coordination with the Asset Management Unit; to keep records of consumption for all consumable items and control of all items subject to storage expiration in the warehouses and to be responsible for periodical physical stock counts.
- To follow the implementation of the Mission Annual Risk Management Plan, to be responsible for identifying, monitoring, categorizing and recording of relevant Supply-related risks.
- To be responsible for relevant budget lines, financial follow-up and control of related financial commitments and expenditures.
- To be responsible for the management of contracts relevant to the Supply Section tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending actions that may arise due to breach of contract.
- To be responsible for the day to day running of the Supply Section including supervision of personnel, leave scheduling, identification of training needs, performance evaluation and professional conduct.
- 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 and/or military education or training or equivalent rank. The qualification should be in any of the fields Logistics, Engineering and Business or Public Administration or other relevant subject; AND

- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience in logistics, supply or equivalent with at least 3 years of experience in management level.
- Ability to coordinate the work of others, work towards deadlines and handle concurrent activities.
- Experience in planning and implementing projects.
- Ability to use own initiative when working individually as well as being the leader and supervisor of a team within a multi-national environment.

5. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations.
- Working knowledge of logistics planning software.
- Experience in the implementation of EU procurement processes and regulations.