

# EUROPEAN EXTERNAL ACTION SERVICE



## Amendment to Annex 1

<b>European Union CSDP Mission in Georgia (EUMM Georgia) Amendment of the 2-2017 Call for Contributions</b>				
<b>Organisation:</b>	<b>EUMM Georgia</b>			
<b>Job Location:</b>	<b>As indicated below</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (47)</u></b>			
	GEO AD 04	Deputy Head of Mission Support Department	Tbilisi	18 Sep 2017
	GEO AR 06	Reporting Officer	Tbilisi	04 Sep 2017
	GEO AR 11a	Press and Public Information Officer	Tbilisi	01 Nov 2017
	GEO AR 15	Political Adviser	Tbilisi	16 Oct 2017
	GEO BS 03a	BSE Policy Support Officer	Brussels	11 Sep 2017
	GEO ZO 02a	Deputy Head of Field Office	Zugdidi	25 Sep 2017
	GEO ZO 07	Reporting and Information Officer	Zugdidi	04 Sep 2017
	GEO ZM 04	Monitor	Zugdidi	04 Sep 2017
	GEO ZM 08	Monitor	Zugdidi	02 Oct 2017
	GEO ZM 11	Monitor	Zugdidi	02 Oct 2017
	GEO ZM 12	Monitor	Zugdidi	02 Oct 2017
	GEO ZM 13	Monitor	Zugdidi	20 Dec 2017
	GEO ZM 14	Monitor	Zugdidi	04 Sep 2017
	GEO ZM 20	Monitor	Zugdidi	04 Sep 2017
	GEO ZM 23	Monitor	Zugdidi	02 Nov 2017
	GEO ZM 29	Monitor	Zugdidi	02 Oct 2017
	GEO ZM 32	Monitor	Zugdidi	25 Sep 2017
	GEO ZM 36	Monitor	Zugdidi	04 Oct 2017
	GEO ZM 37	Monitor	Zugdidi	13 Nov 2017
	GEO ZM 38	Monitor	Zugdidi	18 Sep 2017
	GEO GO 03	Operations Officer	Gori	04 Sep 2017
	GEO GO 07	Reporting and Information Officer	Gori	04 Sep 2017
	GEO GM 01	Monitor	Gori	29 Dec 2017
	GEO GM 06	Monitor	Gori	02 Oct 2017
	GEO GM 08	Monitor	Gori	26 Oct 2017
	GEO GM 15	Monitor	Gori	04 Dec 2017
GEO GM 26*	Monitor	Gori	04 Sep 2017	

	GEO GM 28	Monitor	Gori	20 Sep 2017
	GEO GM 33	Monitor	Gori	02 Oct 2017
	GEO GM 34	Monitor	Gori	02 Oct 2017
	GEO GM 39	Monitor	Gori	04 Sep 2017
	GEO GM 43	Monitor	Gori	29 Dec 2017
	GEO GM 47	Monitor	Gori	04 Oct 2017
	GEO GM 48	Monitor	Gori	28 Dec 2017
	GEO GM 49	Monitor	Gori	16 Oct 2017
	GEO MO 10	CIS Officer	Mtskheta	26 Oct 2017
	GEO MM 02	Monitor	Mtskheta	26 Oct 2017
	GEO MM 06	Monitor	Mtskheta	16 Oct 2017
	GEO MM 07	Monitor	Mtskheta	21 Sep 2017
	GEO MM 08	Monitor	Mtskheta	06 Nov 2017
	GEO MM 11	Monitor	Mtskheta	02 Oct 2017
	GEO MM 14	Monitor	Mtskheta	05 Oct 2017
	GEO MM 25	Monitor	Mtskheta	30 Oct 2017
	GEO MM 26	Monitor	Mtskheta	04 Oct 2017
	GEO MM 28	Monitor	Mtskheta	29 Nov 2017
	GEO MM 32	Monitor	Mtskheta	06 Nov 2017
	GEO MM 34	Monitor	Mtskheta	13 Nov 2017
<b>Deadline for Applications:</b>	Friday 07 July 2017 at 17:00 (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	<p style="text-align: center;"><b>cpcc.eummgeorgia@eeas.europa.eu</b>  <b>or</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a>  <b>(for seconded candidates by EU Member States only)</b></p>			
<b>Information:</b>	<p style="text-align: center;">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Ms Katarina Grape</b>  <b>katarina.grape@ext.eeas.europa.eu</b>  <b>+32 (0)2 584 39 29</b></p>			

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

**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 Skills**<sup>1</sup> – 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-Hest<sup>2</sup> or equivalent.

**Education** – A recognised academic qualification under the European Qualifications Framework. (EQF)<sup>3</sup>, 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.*

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<sup>1</sup> [Common European Framework of References for Languages](#)

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

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

## **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.

## **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. Data Protection**

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The [Privacy statement](#) is available on the EEAS website>. [Privacy Statement](#).

#### **F. 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

<b>Position Name:</b> Deputy Head of Mission Support Department	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO AD 04	<b>Location:</b>	<b>Availability:</b> 18 Sep 2017
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Mission Support Department (DHoMSD) reports to the Head of Mission Support Department (HoMSD).

### 2. Main Tasks and Responsibilities:

- To deputise for the Head of Mission Support Department in his/her absence;
- To support HoMSD in implementing the Mission's activities in accordance with the Mission's OPLAN, EU regulations and rules, and the HoM's guidance, through the Heads of Section responsible for the respective administrative areas;
- To provide inputs to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's administration requirements;
- To ensure timely and accurate reporting from the Mission Support to the relevant stakeholders in accordance with the reporting requirements to the Mission;
- To ensure the consistency and sustainability of Mission Support activities over time;
- To ensure that Mission staff members working under the responsibility of the HoMSD receive proper induction training to the Mission and their jobs;
- To ensure that MSD Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff members working under the responsibility of the HoMSD identify and report lessons identified and progress these to become lessons learned and developed into best practices within their respective fields of responsibility;
- To ensure that Mission staff members working under the responsibility of the Head of MSD are frequently updated on Mission's mandate implementation progress and any significant changes;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To assist the HoMSD to maintain continuous lines of communication within the MSD;
- To identify and oversee the administrative and operational needs of Mission Support activities in the Field Offices;
- To coordinate and oversee the medical structure in the Mission;
- To supervise the work of the Mission Medical Coordinator;
- To propose to the HoMSD, administrative areas in the Mission for improvement.

### 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

- A minimum of 10 years of relevant experience, after having fulfilled the education requirements, out of which minimum 5 years at management level.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;

**6. Desirable Qualifications and Experience:**

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Master in Business or Public Administration, management, business administration or other related subjects;
- Experience in planning complex projects and reporting;
- At least ten years of work experience in and in the fields of finance, procurement, Human Resources, IT and logistics;
- International / CSDP Experience from Missions highly desirable

**7. Desirable Knowledge, Skills and Abilities:**

<b>Position Name:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO AR 06	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 Sep 2017
<b>Component/Department/Unit:</b> Analytical Reporting and Outreach Department/Reporting Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Mission's area of responsibility;
- To communicate with key Mission staff members on information handling, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Field Offices, Mission departments and open sources, on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- To contribute to the collection of the Mission's lessons learned observations;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To compile the Mission's inputs to the Incident Prevention and Response Mechanism monthly meetings (IPRM) and to the Geneva International Discussions;
- To maintain working relationships with Field Offices, across the Mission Departments and with outside interlocutors to ensure effective information flow;
- To participate actively in thematic Working Groups;
- To ensure common drafting and comprehensive content of reports.

### 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; AND
- A minimum of 4 years of relevant professional experience in analytical report writing, after having fulfilled the education requirements.



#### **5. Essential Knowledge, Skills and Abilities:**

- Analytical capability and knowledge of information collection and analytical methods;
- Political awareness and judgment;
- Report compilation, drafting and editing skills;
- Ability to work as a member of a team;
- Excellent communication and presentation skills;
- Prioritisation skills.

#### **6. Desirable Qualifications and Experience:**

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

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Russian and/or Georgian language(s).

<b>Position Name:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO AR 11a	<b>Location:</b> Tbilisi	<b>Availability:</b> 01 Nov 2017
<b>Component/Department/Unit:</b> Analytical Reporting and Outreach Department/ Press and Public Information Section (PPIS)	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Press and Public Information Officer (PPIO) reports to the Head of Press and Public Information Section (HoPPIS).

### 2. Main Tasks and Responsibilities:

- To assist in the implementation of the Mission Strategic Communications Plan;
- To organise contract/tender/designs for Mission visibility items on request of the HoPPIS;
- To organise and conduct press conferences, briefings and other media events;
- To coordinate arrangements for visiting journalists;
- To populate the Mission's website and social media platforms, with content;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To act as spokesperson in the absence of the HoPPIS;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To assist in analysing the public impact of the effectiveness of the Mission's activities;
- To work with the Field Offices to arrange and co-ordinate public outreach events and activities;
- To write regular reports for EU Institutions in Brussels, and to liaise, as required, with the EEAS Spokesperson's Service in Brussels;
- To respond to calls from, and to organise interviews with, the press;
- To assist in co-coordinating the media for high level official visits;
- To write and design public information leaflets;
- To manage the effective internal information flow with PPIS contact points in FOs, and the distribution of the daily media monitoring, throughout the Mission;
- To conduct internal trainings on media-handling issues;
- To assist in conducting and co-coordinating press conferences.

### 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 domains of Communication Sciences, Public Relations, Business Administration; AND
- A minimum of 4 years of relevant professional experience in communications, press and media handling, and event organisation and management, or in a related field, after having fulfilled the education requirement;

- Experience in developing and maintaining social media platforms, website management and design of software.

**5. Essential knowledge, skills and abilities:**

- Drafting and presentation skills;
- Research and analytical skills; ability to analyse and integrate diverse information from varied sources;
- Sensitivity and the ability to handle sensitive matters, and to follow trends in the administration of diverse programmes.

**6. Desirable Qualifications and Experience:**

- Experience in the field of institutional communication;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in diplomacy.

**7. Desirable knowledge, skills and abilities:**

- Knowledge of the local press and media environment.

<b>Position Name:</b> Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO AR 15	<b>Location:</b> Tbilisi	<b>Availability:</b> 16 Oct 2017
<b>Component/Department/Unit:</b> Analytical Reporting and Outreach Department/ Political Advice Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors and international organisations;
- To contribute to the preparation of briefings and notes as requested;
- To prepare records of meetings attended;
- To participate in regular Mission reporting and to draft other reports as appropriate;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons learned identification;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To advise the Head of Mission (HoM) and Deputy Head of Mission/Chief of Staff (DHoM/CoS), through the Head of AROD, as well as to advise directly the Head of AROD, on all political matters relating to the Mission;
- 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 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 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 assist in the preparation and conduct of official visits and bilateral and multilateral meetings (IPRM, Geneva International Discussions, etc.).

### 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 domains of Political Science, International Relations, Geopolitics, Law; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Proven and extensive experience in analysis, clear and concise report writing and drafting.

**5. Essential knowledge, skills and abilities:**

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Excellent oral and influencing skills, with the ability to give clear advice on issues;
- Ability to acquire useful information from a variety of sources.

**6. Desirable Qualifications and Experience:**

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

**7. Desirable knowledge, skills and abilities:**

- Knowledge of Russian and/or Georgian language(s) is highly desirable.

<b>Position Name:</b> BSE Policy Support Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO BS 03a	<b>Location:</b> Brussels	<b>Availability:</b> 11 Sep 2017
<b>Component/Department/Unit:</b> Head of Mission Office/ Brussels Support Element	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The BSE Policy Support Officer reports to the Head of Mission (HoM), while embedded within the relevant Civilian Planning and Conduct Capability (CPCC) Desk from whom he/she may also take instruction.

### 2. Main Tasks and Responsibilities:

- To maintain close coordination between the Mission and the CPCC, as well as with other relevant EEAS/Commission services and EU Member States under the overall coordination of the relevant CPCC Desk;
- To closely coordinate with the Mission regarding the Mission's mandate implementation as well as Brussels based developments and to follow closely any relevant developments in the Mission's area;
- To provide analysis on the Mission's mandate implementation;
- To contribute to the reporting and to the drafting of reporting, planning and other documents related to the Mission;
- To support the organisation of CPCC visits to the Mission and Mission's visits to Brussels and capitals;
- To regularly visit the Mission in agreement with the HoM and CPCC;
- To undertake any other related tasks as requested by the Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To work closely with appropriate counterparts in the European Commission and its programs, and with the EU Special Representatives' Office in Brussels.

### 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; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential knowledge, skills and abilities:

- Analytical and reporting skills;
- Networking skills;
- Knowledge of issues related to CSDP Missions;
- Excellent interpersonal and communication skills;
- Proven skills and experience in the handling, processing and analysis of information from various sources;
- Prioritisation skills;
- Excellent drafting skills in English.

## **6. Desirable Qualifications and Experience:**

- International experience in crisis areas with multinational and/or international organisations in a political advisory capacity;
- Skills and experience in the handling, processing and analysis of information from various sources.

## **7. Desirable knowledge, skills and abilities:**

- Good knowledge of the region's history, culture and politics;
- Ability to use own initiative when working individually as well as being a member of a team in a multi-national environment;
- Knowledge of Russian and/or Georgian language(s);
- Knowledge of French language.

<b>Position Name:</b> Deputy Head of Field Office	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO ZO 02a	<b>Location:</b> Zugdidi	<b>Availability:</b> 25 Sep 2017
<b>Component/Department/Unit:</b> Operations Department/ Field Office Zugdidi	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Field Office (DHoFO) reports to the Head of Field Office (HoFO).

### 2. Main Tasks and Responsibilities:

In the absence of the Head of Field Office:

- To lead, direct and manage the work and staff of the Field Office (FO) in accordance with the Mission's OPLAN and relevant planning documents;
- To ensure that Mission Staff Members of the FO contribute to identify and report lessons learned and best practices within their respective area of responsibility.

*And at all other times:*

- To support the FO's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements in the FO AoR;
- To support the FO's contribution to the Mission's internal and external reporting against benchmarking, and to provide recommendations for the improvement of Mission's performance;
- To coordinate and/or supervise the coordination/cooperation of the FO's staff members as appropriate with local authorities at the relevant level as well as with local EU and international actors;
- To ensure that the FO Mission Members are periodically updated on the Mission's mandate implementation progress;
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the Field Office;
- To co-operate with relevant local (municipal and regional) authorities and international organisations, including with a view to monitoring problematic areas in the FO AoR;
- To ensure, in coordination with the SMSO/MSO/FSO, that Field Office staff perform their work in a secure and safe environment, in the FO AoR;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To co-ordinate, manage and control EUMM structures and services at Field Office (FO) level, relating to the Operations and Mission Support Department, in line with the instructions received by the HoFO;
- To follow-up and to cooperate with the Mission HQ on all issues concerning the timely execution of activities relating to the mandate;
- To be responsible for the implementation of contingency or emergency plans, as and when required;
- To assist the HoFO in the planning, launching and carrying out of ad hoc activities emanating from political developments, the operational situation and unforeseen events;
- To oversee the personnel functions within the FO including the maintenance of the duty roster;
- To identify on-the-job training needs.



#### **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; AND
- A minimum of 7 years of relevant professional experience preferably in an operational environment with at least 3 years of experience at management level, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to use own initiative and make sound and timely decisions;
- Strong operational drive with a time critical, results-driven outlook;
- Ability to acquire useful information from a variety of sources, and writing skills for drafting clear, concise and accurate reports;
- Ability to prioritise and manage a demanding workload;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- Ability to establish good, and diplomatic, relations with government officials.

#### **6. Desirable Qualifications and Experience:**

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

#### **7. Desirable Knowledge, Skills and Abilities:**

<b>Position Name:</b> Reporting and Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO ZO 07 GEO GO 07	<b>Location:</b> Zugdidi Gori	<b>Availability:</b> 04 Sep 2017 04 Sep 2017
<b>Component/Department/Unit:</b> Operations Department/ Field Offices Zugdidi and Gori	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Reporting and Information Officer reports to the Head of Field Office (HoFO).

### 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 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 Field Office (FO);
- To work to and to meet all deadlines as determined by relevant Mission planning documents;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To debrief all 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 draft and to deliver briefings to visitors to the FO, including high-level delegations.

### 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; AND
- A minimum of 4 years of relevant professional experience in the field of public administration, political science, intelligence or in a related field, after having fulfilled the education requirements;
- Experience in report writing - preferably in relation to a post-conflict environment.

### 5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, highly developed drafting and editing skills;
- Ability to prioritise and manage a demanding workload;
- Capability of conducting analysis based on information and knowledge management, as well as databases.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in an operational environment.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Russian and/or Georgian language(s).

<b>Position Name:</b> Operations Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO GO 03	<b>Location:</b> Gori	<b>Availability:</b> 04 Sep 2017
<b>Component/Department/Unit:</b> Operations Department/ Field Office Gori	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Operations Officer reports to the Head of Field Office (HoFO).

### 2. Main Tasks and Responsibilities:

- To conduct quantitative and qualitative analysis of inputs originating from the Field Office's (FO) operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To plan, task and oversee the execution of all 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 maintain and update Standard Operating Procedures (SOPs);
- To handle incidents and events in the Area of Responsibility (AoR) as a member of the Field Office Security Management Team;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To suggest amendments to Mission HQ Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities in the FO;
- To plan visits of external official visitors to the FO, and to conduct external activities.

### 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; AND
- A minimum of 4 years of relevant professional experience in an operational environment with a demanding workload and tight deadlines, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Organisational, prioritisation, planning, and time-management skills;
- Conceptual and strategic skills;
- Writing skills for drafting concise and accurate operational reports;
- Presentation skills;
- Analytical capability and knowledge of information collection and analytical methods.

**6. Desirable Qualifications and Experience:**

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

**7. Desirable Knowledge, Skills and Abilities:**

<b>Position Name:</b> Communication & Information Systems (CIS) Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO MO 10	<b>Location:</b> Mtskheta	<b>Availability:</b> 26 Oct 2017
<b>Component/Department/Unit:</b> Operations Department/ Field Office Mtskheta	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The CIS Officer reports to the Head of Field Office (HoFO) and to the Head of Communications and Information Systems (HoCIS).

### 2. Main Tasks and Responsibilities:

- To develop general solutions to enhance the quality and reliability of CIS services;
- To assist on the implementation of approved CIS change management requests through standardized release management procedures;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals in the Field Office (FO);
- To deploy departmental training activities including user training programs in support of new technologies and procedures in the FO;
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in the FO;
- To install and commission all standard communications equipment including but not limited to: HF CODAN, UHF Motorola GM and GP systems, HF/UHF vehicular equipment, UHF repeaters, VSAT, BGAN, and portable/mobile satellite communications equipment; and provide 1st level support and fault finding on communication installations and equipment;
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server system;
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To provide CIS first-level of support in the FO; initial troubleshooting for all directly-reported issues or issues assigned through the Help Desk ticketing system, to quickly restore the affected services;
- To act as the custodian of all CIS assets deployed in the FO - from hardware and software to radio, satellite communication equipment and VTC (excluding server equipment);
- To maintain an accurate inventory and evidence of all CIS assets, their technical condition, distribution and location;
- To perform every 6 months the general maintenance of all hardware, software and communication equipment under his/her responsibility and to ensure their functionality within the accepted technical parameters;
- To submit monthly consolidated reports on the technical condition of the assets and general situation of the CIS-related activities to HoCIS;
- To up-to-date information in the Active Directory regarding users, groups, group membership, printers, computers, user rights assignment and the file/folder structure;
- To oversee the implementation of all CIS-approved Standard Operating Procedures (SOPs) and policies by the FO personnel throughout the FO Area of Responsibility;
- To maintain permanent contact with CIS HQ and the Mission Security for technical and security instructions and implementation.

#### **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 Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields; AND
- A minimum of 4 years of relevant professional experience in the field of information/communication technology and management, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems, after having fulfilled the education requirements;
- Experience of drafting procedures for the use and management of computer systems and networks, including security aspects.

#### **5. Essential Knowledge, Skills and Abilities:**

- Analytical and problem solving skills;
- Communication and interpersonal skills for the effective understanding and discussion with all staff members regarding the resolution of their user requests;
- Knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs);
- Problem solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day to day basis;
- Expert technical skills and hands-on experience in troubleshooting and software issues;
- Personal initiative and willingness to accept wide responsibilities.

#### **6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- Experience with the ITIL (Information Technology Information Library) best practices;
- Experience in planning and implementing projects and procurement actions.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Analytical, organisational, planning, and time-management skills;
- Knowledge of hardware performance and specifications.

<b>Position Name:</b> Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> Generic	<b>Location:</b> Zugdidi/Gori/Mtskheta	<b>Availability:</b> See page 1&2
<b>Component/Department/Unit:</b> Operations Department/ Field Office Zugdidi/Gori/Mtskheta	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Monitor reports to the Head of Field Office (HoFO), 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 related tasks, as requested by the Line Manager(s).

### 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 HoFO, 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; AND



- A minimum 3 years of relevant professional experience in the police, military, public administration, political science, human rights or humanitarian organisations, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Experienced driver of vehicles with manual transmission and over rough terrain;
- Ability to acquire, analyse and manage information from a variety of sources, and writing skills for drafting accurate reports.

#### **6. Desirable Qualifications and Experience:**

- Experience of working with civil society;
- 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.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Basic understanding of topographic maps, colours, symbols and scales;
- Ability to conduct analysis based on information, knowledge management and databases;
- Category C driving license;
- 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.).