

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Georgia (EUMM Georgia) 1-2020 Call for Contributions Requirements and Job Descriptions				
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 (29)</u>			
	GEO AR 02	Deputy Head of ARO Department	Tbilisi	05 May 2020
	GEO AR 10a	Head of Press and Public Information Section	Tbilisi	05 May 2020
	GEO OP 03b	Military Liaison Officer to MoD	Tbilisi	09 Jun 2020
	GEO SW 03a*	Watchkeeper	Tbilisi	13 Aug 2020
	GEO ZO 04*	Operations Officer	Zugdidi	02 Jun 2020
	GEO ZT 01	Monitoring Team Leader	Zugdidi	30 Jun 2020
	GEO ZM 01	Monitor	Zugdidi	23 Jun 2020
	GEO ZM 02	Monitor	Zugdidi	05 May 2020
	GEO ZM 04	Monitor	Zugdidi	02 Jun 2020
	GEO ZM 06	Monitor	Zugdidi	21 Jul 2020
	GEO ZM 17	Monitor	Zugdidi	01 Sep 2020
	GEO SE 08a*	Security Liaison Officer	Gori	27 May 2020
	GEO GO 07a	Reporting and Information Officer	Gori	05 May 2020
	GEO GO 15	Reporting and Information Officer	Gori	05 May 2020
	GEO GA 01*	Field Office Analyst	Gori	18 Aug 2020
	GEO GT 04	Monitoring Team Leader	Gori	23 Jun 2020
	GEO GT 02	Monitoring Team Leader	Gori	11 May 2020
	GEO GM 09*	Monitor	Gori	11 Aug 2020
	GEO GM 16	Monitor	Gori	14 Jul 2020
	GEO GM 17	Monitor	Gori	23 Jun 2020
	GEO GM 27	Monitor	Gori	11 Aug 2020
	GEO GM 31	Monitor	Gori	18 Aug 2020
	GEO GM 47	Monitor	Gori	11 Aug 2020
	GEO SE 09a	Security Liaison Officer	Mtskheta	02 Jun 2020
	GEO MO 01a	Head of Field Office	Mtskheta	18 Aug 2020
	GEO MO 07a	Reporting and Information Officer	Mtskheta	05 May 2020
	GEO MT 03	Monitoring Team Leader	Mtskheta	19 May 2020
	GEO MM 01	Monitor	Mtskheta	30 Jun 2020
GEO MM 33	Monitor	Mtskheta	09 Jun 2020	

	<u>Seconded/Contracted (2)</u>			
	GEO AT 04b	Transport Officer	Tbilisi	05 May 2020
	GEO SE 03b	Mission Security Officer	Mtskheta	05 May 2020
Deadline for Applications:	Friday, 16 March 2020 at 17:00 (Brussels time)			
Applications must be submitted to:	<p>a) for seconded candidates by EU Member States: https://goalkeeper.eeas.europa.eu/registrar/ b) for contracted candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Jacinta Hogan cpcc.eummgeorgia@eeas.europa.eu +32 (0)2 584 3929</p>			

* Availability of this position is subject to pending approval of extension request.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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:

I. GENERAL CONDITIONS

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.

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 seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

1. Education and Training

The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal 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.

Organisational skills – the candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

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

Driving Skills – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II.B Desirable Requirements

Knowledge of the Mission Area – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures.

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

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

Language – Some proficiency in local language(s).

Driving Licence – Category C driving licence.

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

² [Common European Framework of References for Languages](#)

III. ESSENTIAL DOCUMENTS AND EQUIPMENT 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.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up the duties.

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.

Personal Protection Equipment – Recommended and mandatory equipment is listed in Annex 2

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for an improved gender balance in CSDP missions and operations, in conformity with UNSCR 1325. The European External Action Service (Head of Mission/Operation Commander) asks Contributing States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, 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.

N.B 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.

Training – E-BASE + E-SAFE³ which are designed for the delegations or equivalent until a new platform E-MASE is launched.

Pre-Deployment Training (PDT) – The Candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Data Protection - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU 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.

V. 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).

³ <https://webgate.ec.europa.eu/eeas/security-e-learning>

SECONDED POSITIONS

Position Name: Deputy Head of Analytical Reporting and Outreach Department	Employment Regime: Seconded	
Ref. Number: GEO AR 02	Location: Tbilisi	Availability: 05 May 2020
Component/Department/Unit: Analytical Reporting and Outreach Department / Head of ARO Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at a management/coordination level, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- Clear and concise drafting, report writing and editing skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and/or international organisations;
- Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in mentoring and motivating staff.
- Analytical background combined with excellent political awareness and judgement.

7. Desirable Knowledge, Skills and Abilities:

- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment;
- Diplomacy and tact, negotiation and decision-making skills;
- Ability to acquire useful information from a variety of sources;
- Communication and presentation skills;
- Ability to manage both international and national staff, and the ability to manage concurrent activities and to make certain all deadlines are met;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Head of Press and Public Information Section	Employment Regime: Seconded	
Ref. Number: GEO AR 10a	Location: Tbilisi	Availability: 05 May 2020
Component/Department/Unit: Analytical Reporting and Outreach Department/Press and Public Information Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of the Press and Public Information Section reports to the Head of Analytical Reporting and Outreach Department (HoAROD).

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations or Business Administration; AND

- A minimum of 7 years of relevant professional experience, in the field of communication/press and or public information, out of which a minimum of 3 years of experience at management level after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Knowledge and practical experience of formulating (written and oral) and implementing a communication strategy;
- Fully independent in report writing and drafting skills;
- Networking skills and initiative;
- Presentation skills.

6. Desirable Qualifications and Experience:

- Experience running media and outreach campaigns;
- Experience in planning and implementing projects;
- Experience in diplomacy;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Experience as a spokesperson, and/or in institutional communication.

7. Desirable Knowledge, Skills and Abilities:

- Excellent communication skills, both written and oral;
- Research and analytical skills; ability to analyse and integrate diverse information from varied sources;
- Knowledge of the local press and media environment;
- Knowledge of procurement and budgetary processes;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Military Liaison Officer to the Ministry of Defence (MoD)	Employment Regime: Seconded	
Ref. Number: GEO OP 03b	Location: Tbilisi	Availability: 09 Jun 2020
Component/Department/Unit: Operations Department/ Confidence Building Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and 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 engage at the strategic level with the MoD;
- To provide strategic advice to the Head of Mission, including the provision of Georgian and regional military dynamic analyses;
- 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 senior management;
- To develop and maintain links with counterparts in CPCC, and to provide regular reports and updates on military matters;
- To advise EUMM staff in Field Offices (FOs) on military matters and to conduct trainings as required;
- To visit military exercises and to assess, analyse and report on the capability of the participating forces;
- To maintain a database of current military equipment found in the GEO theatre;
- To prepare reports, briefings and special reports as required;
- To assist in the production of written instructions to FOs;
- To represent the Mission at Military diplomatic events as required;
- To network with EU member states and other Military attachés;
- To undertake any other related tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

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
- A minimum of 4 years of relevant professional experience, of which at least 3 should be at the strategic level of Governmental agencies, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Proactive approach, and the ability to interact within an international environment;
- Ability to establish good and diplomatic relations with government officials;
- Ability to provide succinct and accurate analysis;
- Excellent oral and influencing skills, with the ability to give clear advice/instructions on issues;
- Ability to acquire and analyse useful information from a variety of sources and good writing skills for drafting accurate reports;
- Research and analytical skills, and knowledge of information collection and analytical methods;
- Ability to handle sensitive matters and follow trends in the administration of diverse programs.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations, and experience in international field Missions (UN, OSCE, EU etc.);
- Current or retired military person holding the rank of Lieutenant Colonel, or equivalent, or above.
- Working experience, including operational experience, in the Armed Forces.

7. Desirable Knowledge, Skills and Abilities:

- Working level Russian language.

Position Name: Watchkeeper	Employment Regime: Seconded	
Ref. number: GEO SW 03a*	Location: Tbilisi	Availability: 13 Aug 2020
Component/Department/Unit: Security and Duty of Care Department/ 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.

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 Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To promote a positive working environment in accordance with EU values.

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

5. Essential Knowledge, Skills and Abilities:

- Multi-tasking competencies;
- Clear and concise drafting, report writing skills;
- Ability to use communication tools and systems;
- Knowledge of the police, judiciary and governmental structures;
- Knowledge of handling, communicating and storing Classified information;
- Good computer skills - Experienced user of MS Office suites and databases.

6. 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.
- Experience in liaison with law enforcement authorities;
- Experience in acquiring, dealing and disseminating information coming from variety of sources.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO ZO 04*	Location: Zugdidi	Availability: 02 Jun 2020
Component/Department/Unit: Operations Department/ Field Offices Gori and Zugdidi	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Operations Officer reports to the Head of Field Office.

2. Main Tasks and Responsibilities:

- To conduct quantitative and qualitative analysis of inputs originating from the Field Office's operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission, through the chain of command, to 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;
- To support and contribute to the collection of the Mission's lessons learned, originating from, and having an effect on, Common Security and Defence Policy 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 Field Office patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow through the Field Office by briefing staff and compiling reports so that all Field Office personnel are kept informed and updated on events;
- To maintain and update Standard Operating Procedures;
- To handle incidents and events in the Area of Responsibility 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 Field Office;
- To plan visits of external official visitors to the Field Office, and to conduct external activities;
- To promote a positive working environment in accordance with EU values.

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, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods
Organisational, prioritisation, planning, and time-management skills;
- Report compilation, drafting and editing skills as well as database management.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.
- Operational planning/project management experience, in a national or international context.

7. Desirable Knowledge, Skills and Abilities:

- Conceptual and strategic skills;
- Presentation skills;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Monitoring Team Leader	Employment Regime: Seconded	
Ref. Number: GEO ZT 01 GEO GT 04 GEO GT 02 GEO MT 03	Location: Zugdidi (ABL Team) Gori (HS Team) Gori (ABL Team) Mtskheta (HS Team)	Availability: 30 Jun 2020 23 Jun 2020 11 May 2020 19 May 2020
Component/Department/Unit: Operations Department/Field Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Monitoring Team Leader reports to the Head of Field Office (HoFO) or to his/her Deputy.

2. Main Tasks and Responsibilities:

- To lead the Field Office (FO) Monitoring Team to which they are assigned;
- To communicate and monitor achievement of operational objectives by the Monitoring Team, and to act as first Line Manager for Monitors in his/her team;
- To provide written reports as requested by HoFO;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To identify best practice and lessons learned within the field of responsibility;
- To undertake any other related task as requested by the Line Manager(s).

Compliance Team (CT)

- To advise and assist the HoFO on all aspects of the compliance of relevant security actors to military and police related technical arrangements;
- To plan and conduct compliance activities in coordination with the EUMM Senior Liaison Officer to GEO MIA (Ministry of Internal Affairs) and SSSG (State Security Service of Georgia) and the Liaison Officer to the MoD (Ministry of Defence);

Administrative Boundary Line Team (ABLT)

- To advise and assist the HoFO on all aspects of ABL-related Security, Compliance and Human Rights-related issues (including gender equality and women's rights) as well as his or her team's other thematic areas of work;

Human Security Team (HST)

- To advise and assist the HoFO on all aspects of Human Security issues (including human security, human rights, humanitarian, gender or other related issues) as well as his or her team's other thematic areas of work;

3. Mission Specific Tasks and Responsibilities:

- To ensure that patrols are planned and carried out in accordance with HoFO guidelines, directions and Mission Standard Operating Procedures (SOPs);
- To ensure the timely flow of information within the Field Office to HoFO, his/her Deputy, FO Operations and Reporting and Information Officers;
- To analyse patrol findings alongside previously recorded information to monitor trends, developments, information gaps and to plan further patrol tasking;
- To further develop expertise in relevant thematic areas within the team, and to actively maintain up-to-date knowledge;
- To oversee and support the integration of gender and human rights issues into the team's work, including patrol planning, tasking, reporting and other activities;
- To guide and to oversee the tasks of team members including Patrol Leaders;

- To supervise and advise team members on all aspects of their duties (duty rosters, leave, deployment, etc.);
- To act as focal-point for receiving, developing and disseminating the Team's information;
- To ensure efficient and effective team cooperation;
- To build productive and cooperative working relationships with other staff members and contribute to a positive working environment.

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 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years should be at a Management or Team Leader level;

Compliance Team

- The above professional experience should be acquired in law enforcement, or military service or in work related to police or military;

5. Essential knowledge, skills and abilities:

- Analytical capability and knowledge of information collection and analytical methods organisational, prioritisation, planning, and time-management skills;
- Report compilation, drafting and editing skills as well as database management;
- Demonstrates cultural and gender sensitivity and respect for diversity;
- Presentation and report writing skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- At least 3 years experience in an operational environment, e.g. crisis management, security actor, humanitarian or development field work, or in another relevant international work environment;
- Experience of working with civil society;
- Experience in establishing trust and building relationships with vulnerable women and men, Internally Displaced Persons (IDP's) and refugees;
- Experience in preparing action plans;
- Background and experience in gender and human rights issues;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid, etc.

Human Security Team

- Experience in working on land ownership issues, land disputes and property law;

7. Desirable knowledge, skills and abilities:

- Basic understanding of topographic maps, colours, symbols, scales and handheld GPS;
- Ability to conduct analysis based on information, knowledge management and databases;
- Validated License for armoured vehicle or C or C1 Driving license;
- Knowledge of Russian and/or Georgian language(s).

Compliance Team

- Knowledge of and familiarity with military equipment (ex-Soviet, Russian, and NATO);
- Knowledge of security operations, organisation and training doctrines (NATO, Russian);

Human Security Team

- Knowledge on property issues in post-conflict environment, irrigation, water access;

Position Name: Security Liaison Officer	Employment Regime: Seconded	
Ref. Number: GEO SE 09a GEO SE 08a*	Location: Mtskheta Gori	Availability: 02 Jun 2020 27 May 2020
Component/Department/Unit: Security and Duty of Care Department/Security Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Security Liaison Officer (SLO) reports to the Senior Mission Security Officer (SMSO) through the Mission Security Officer (MSO).

2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To ensure that all Mission security guidelines are implemented across the Field Office (FO) Area of Responsibility (AoR);
- To liaise with local Police from the security perspective, including management of road traffic accidents, or any other incident relating to the security and safety of the FO staff, premises and assets;
- To conduct periodic security risk assessments and to issue regular written security up-dates;
- To supervise and monitor the outsourced security guards and access control, and to advise as required;
- To participate in updating the Standard Operating Procedures (SOPs), Contingency Plans and Evacuation and Relocation Plans;
- To coordinate the training on prevention of fire, as well as modular training to support the delivery of Safety and Security Awareness Training (SSAT);
- To drive EUMM vehicles with manual and automatic transmission in rough terrain;
- To deputise during the absence of the MSO;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework 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, including in liaison with law enforcement authorities, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Planning, and time-management skills;
- Ability to acquire, analyse and integrate diverse information from a variety of sources;
- Clear and concise drafting and report writing skills;
- Sensitivity and ability to handle sensitive matters;
- Ability to perform under stress and in difficult circumstances.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Validated License for armoured vehicle or C or C1 Driving license.
- Relevant experience in handling EU classified information, or similar;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Field Office Analyst	Employment Regime: Seconded	
Ref. Number: GEO GA 01*	Location: Gori	Availability: 18 Aug 2020
Component/Department/Unit: Operations Department/ Field Office/ Reporting and Analysis Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Field Office Analyst reports operationally to the Head of Field Office and to the Head of the Analytical Reporting and Outreach Department on functional issues.

2. Main Tasks and Responsibilities:

- To identify, analyse and report on political, stabilisation and socioeconomic trends and developments in the Area of Responsibility of the Field Office as they apply to the Mission mandate;
- To perform an advisory function on political, stabilisation and socioeconomic issues in close cooperation with MHQ;
- To provide analysis that can support planning and internal decision-making processes and inform the operational and reporting requirements of the Mission;
- To conduct and coordinate open source monitoring and analyse qualitative / quantitative data , in accordance with the Mission mandate and specific priorities defined by MHQ in cooperation with the Field Office;
- To coordinate the preparation of concise, clear and accurate analytical reports based on the various sources of information available at Field Office level (from patrols, open sources etc.);
- To support Field Office management and MHQ in developing existing monitoring and reporting practices so they efficiently support the participation of the Mission in confidence building and conflict resolution formats (Incident Prevention and Response Mechanisms, Geneva International Discussions);
- To recommend and develop topics for thematic monitoring by the Mission / Field Office;
- To contribute to security and threat assessments conducted by the Mission, as appropriate;
- To develop and maintain working methodology and relevant Standard Operating Procedures at Field Office level;
- To develop, in coordination with MHQ Operations, Field Office management and the Analytical Reporting and Outreach Department internal Field Office capacity for information gathering, analysis, and information management;
- To undertake any other related tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To promote a positive working environment in accordance with EU values.

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; AND
- A minimum of 5 years of relevant professional experience, including extensive analytical experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Drafting and writing skills;
- Ability to work in a methodical manner;
- Understanding of team-work processes, and readiness to cooperate effectively with colleagues performing a variety of tasks;
- Skills and experience in the handling, processing and analysis of information from various sources.

6. Desirable Qualifications and Experience:

- Experience in crisis management or peace operations, preferably in the context of work on reporting and analysis, and planning processes;
- International experience in an analytical role in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Working level Russian and/or Georgian language(s);
- Extensive knowledge of the functioning of the EU.

Position Name: Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO GO 07a GEO GO 15 GEO MO 07a	Location: Gori Gori Mtskheta	Availability: 05 May 2020 05 May 2020 05 May 2020
Component/Department/Unit: Operations Department/ Field Office/Reporting and Analysis Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Reporting and Information Officer reports operationally to the Head of Field Office, and to the Head of the Analytical Reporting and Outreach Department on functional issues.

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 relevant international stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, 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 Mission's operational elements 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 the 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 receive debriefings from all Field Office patrols after their return from their daily patrol duties so that all relevant monitoring information is available and inputted into the daily Field Office 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 compile reports which include where relevant a gender perspective;
- To maintain and to regularly update the computerised knowledge databases and statistics within the Field Office;
- To promote a positive working environment in accordance with EU values.

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 capability and knowledge of information collection and analytical methods;
- Report compilation, highly developed drafting and editing skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in report writing - preferably in relation to a post-conflict environment;
- Experience in an operational environment in a civilian/humanitarian, police or military context.

7. Desirable Knowledge, Skills and Abilities:

- Ability to prioritise and manage a demanding workload;
- Understanding of team work processes and readiness to cooperate effectively with colleagues performing a variety of tasks.

Position Name: Head of Field Office	Employment Regime: Seconded	
Ref. number: GEO MO 01a	Location: Mtskheta	Availability: 18 Aug 2020
Component/Department/Unit: Operations Department/ Field Offices Mtskheta and Gori	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Field Office (FO) in accordance with the Mission's planning documents, instructions and guidance;
- To oversee the FO's contribution to the Mission's internal and external reporting;
- To coordinate the Mission Support related aspects of the FO, under the guidance of the Head of Mission Support Department;
- To assess the consistency and sustainability of the Mission's activities over time, and to provide recommendations for the improvement of performance;
- To co-operate with relevant local (municipal and regional) authorities, civil society, and international organisations in close cooperation with Mission's Head Quarter (MHQ);
- To ensure, in coordination with the Mission's Security and Duty of Care Department, that FO staff perform their work in a secure and safe environment;
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the FO;
- To supervise the input to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's operational requirements;
- To maintain close coordination with the other Mission's operational and support components;
- To ensure that Mission staff contribute to identifying and reporting lessons learned and best practices within their respective area of responsibility;
- To ensure that the FO staff are periodically updated on the progress of implementation of the mandate;
- To promote a positive working environment, and to continuously maintain a fair, realistic and transparent system of performance evaluation for all FO staff;
- To undertake any other related tasks, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To oversee the work of the National and International staff in the FO and to ensure that the monitoring activities are performed in accordance with all relevant agreements;
- To oversee that all activities, including monitoring, patrolling, outreach and reporting, adequately reflect the various components of the mandate, and are documented accordingly;
- To monitor human rights issues and issues related to the Women, Peace and Security agenda in accordance with the relevant international conventions, resolutions and EU legislation;
- To ensure timely and accurate reporting to Mission HQ on alleged human rights violations;
- To identify confidence-building measures and projects in the Area of Responsibility of the FO;
- To submit timely, accurate factual/analytical reports to Mission HQ which also include a gender perspective.

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, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level;

5. Essential Knowledge, Skills and Abilities:

- Ability to use own initiative and make sound and timely decisions;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diverse team;
- Having a sound judgement on political, human security and diplomatic issues.

6. Desirable Qualifications and Experience:

- Experience at a senior level managing operations in a civilian/humanitarian, police or military context;
- International experience, particularly in crisis areas with multi-national and International Organisations;
- Excellent interpersonal skills;
- Experience in implementing the principles of a Code of Conduct within a fast changing work environment;
- Ability to remain flexible, adapt quickly, prioritise, and to work within limited time frames;
- Professional qualification and/or certificate in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

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

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

1. Reporting Line:

The Monitor reports to the Head of Field Office (HoFO), through the Monitoring 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 Mission's core pillars;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To assist, advise and update the Line Management (LM) on critical or emergency events in the Mission's AoR/interest that require immediate action/reaction by LM;
- To undertake any other related tasks, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To monitor and report on human rights issues and issues related to women, peace and security in accordance with the relevant international conventions, resolutions and EU legislation;
- To liaise with civil society in relation to the Mission's core pillars;
- To propose to the Mission HQ, via the TL and HoFO, confidence-building activities and measures;
- To operate the tethered aerostat monitoring system, as required, following basic training;
- 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;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

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 public administration, political science, human rights or humanitarian organisations, the police, military, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience of working with civil society;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions;
- Experience in working on land ownership issues, land disputes and property law;
- Experience in preparing project proposals and action plans;
- Experience in establishing trust and building relationships with conflict affected women and men;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid etc.

7. Desirable Knowledge, Skills and Abilities:

- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Ability to conduct analysis based on information, knowledge management and databases;
- Validated License for armoured vehicle or C or C1 Driving license;
- Knowledge on property issues in post-conflict environment, Women, Peace and Security, human rights, irrigation;
- Knowledge of Russian and/or Georgian language(s).

SECONDED/CONTRACTED POSITIONS

Position Name: Transport Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. number: GEO AT 04b	Location: Tbilisi	Availability: 05 May 2020
Component/Department/Unit: Mission Support Department/ Transport and Travel Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Transport Officer reports to the Head of Transport and Travel Section (HoTTS).

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to HoTTS;
- To assist in the effective management of the transport system within the Area of Responsibility (AoR), including liaising with the car rental agencies, monitoring the fleet (bringing up to date and implementing the Fleet Maintenance Programme, damages to the vehicles, road accidents and insurance cover) through the electronically Fleet Management System;
- To identify and monitor the requirement for spare parts, workshop equipment and tools in order to facilitate efficient maintenance as well as performing quality assurance;
- To propose withdrawal of vehicles from service, if they are not considered to be roadworthy;
- To conduct accident damage assessments, processes vehicle accident reports, participates in Boards of Inquiry and raises Damage Discrepancy Reports as required;
- To prepare reports and make recommendations as necessary on various transport matters within her/his area of competence;
- To develop and conduct Mission driving orientation briefings to ensure that all Mission members are adequately familiarised on the road and traffic conditions, traffic rules and regulations pertaining to the Mission area, as well as to provide advice, support and training to Mission staff on transport-related matters and guidelines;
- To maintain a data base for cost-control/analysis, scheduling of services/repairs and ensures tracking of reimbursements of repairs after accidents;
- To provide support on transport related matters to Mission members during trips to the field;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To manage the outsourced vehicle maintenance workshops including technical assessment of the workshop. To prepare contracts and ensure quality control of repairs and maintenance, and the safe condition of the vehicles;
- To liaise with the Mission Support Platform (MSP) in connection with fleet maintenance issues, such as implementation of centralised fleet maintenance plans, update ERP system on locally consumed parts, recording of parts transactions and any other related task as required;
- To arrange vehicles' recovery operations as required;
- To assist in providing driving training, and to perform driving assessments as required;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.
-

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 Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related field OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

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

5. Essential Knowledge, Skills and Abilities:

- Proficiency in the use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of using electronic Fleet Management, including tracking software;

6. Desirable Qualifications and Experience:

- International experience, preferably in crisis areas with multi-national and international organisations;
- Experience in fleet maintenance operations in a civilian/humanitarian, police or military context.

7. Desirable Knowledge, Skills and Abilities:

- Technical knowledge in operating and maintaining off road vehicles, including both automatic and manual transmission and differentials;
- Organisational, prioritisation, planning , and time-management skills;
- Knowledge and/or experience of procurement processes and drafting of Technical Specifications.
- Knowledge of Russian and/or Georgian language(s).

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff – Management Level (MSML)
Ref. Number: GEO SE 03b	Location: Mtskheta	Availability: 05 May 2020
Component/Department/Unit: Security and Duty of Care Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security are conducted as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety instructions and procedures;
- To assess the security situation and maintain all updated security-related documents;
- To provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission staff, and initiate the appropriate follow up action with the appropriate authorities;
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the Mission;
- To assist the Senior Mission Security Officer in reviewing the security level and threat assessment;
- To assist the Senior Mission Security Officer in drafting security-related Terms of Reference for the procurement of security equipment, contracts and services;
- To drive EUMM vehicles with manual and automatic transmission during patrols in rough terrain and on duty trips;
- To promote a positive working environment in accordance with EU values.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework 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, after having fulfilled the education requirements, out of which a minimum of 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and/or assets.

5. Essential Knowledge, Skills and Abilities:

- Planning, and time-management skills;
- Analytical skills.

6. Desirable Qualifications and Experience:

- University and/or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- International experience, particularly in crisis areas with multi-national and international Organisations;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of Civilian Crisis Management Course (CMS);
- Ability to contribute creatively to the development of security policies and procedures;
- Experience in planning and implementing projects;
- Validated License for armoured vehicle or C or C1 Driving license.

7. Desirable Knowledge, Skills and Abilities:

- Resilient under mental pressure;
- Knowledge of the Mission area and potential security threats;
- Knowledge of Russian and/or Georgian language(s).