

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Mission in Georgia</b> <b>(EUMM Georgia)</b> <b>2-2020 Call for Contributions</b> Requirements and Job Descriptions				
<b>Organisation:</b>	<b>European Union Monitoring Mission in Georgia</b>			
<b>Job Location:</b>	<b>As indicated below</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<b><u>Seconded (59)</u></b>			
	GEO BS 03a	BSE - Policy Support Officer	Brussels	10 Nov 2020
	GEO AR 05a	Senior Reporting Officer	Tbilisi	01 Sept 2020
	GEO AR 13a	Senior Political Adviser	Tbilisi	01 Sept 2020
	GEO OP 03b	Military Liaison Officer to MoD	Tbilisi	01 Sept 2020
	GEO OP 04a	Human Rights Adviser	Tbilisi	01 Sept 2020
	GEO SW 03a	Watchkeeper	Tbilisi	01 Sept 2020
	GEO ZO 07a	Reporting and Information Officer	Zugdidi	29 Sept 2020
	GEO ZT 02	Monitoring Team Leader	Zugdidi	29 Sept 2020
	GEO ZT 03	Monitoring Team Leader	Zugdidi	01 Dec 2020
	GEO ZM 03	Monitor	Zugdidi	01 Dec 2020
	GEO ZM 07	Monitor	Zugdidi	22 Dec 2020
	GEO ZM 08	Monitor	Zugdidi	27 Oct 2020
	GEO ZM 09	Monitor	Zugdidi	29 Sept 2020
	GEO ZM 10	Monitor	Zugdidi	06 Oct 2020
	GEO ZM 13	Monitor	Zugdidi	22 Dec 2020
	GEO ZM 19**	Monitor	Zugdidi	29 Sept 2020
	GEO ZM 20*	Monitor	Zugdidi	20 Oct 2020
	GEO ZM 22	Monitor	Zugdidi	03 Nov 2020
	GEO ZM 23	Monitor	Zugdidi	01 Dec 2020
	GEO ZM 24	Monitor	Zugdidi	22 Oct 2020
	GEO ZM 25	Monitor	Zugdidi	29 Sept 2020
	GEO ZM 26	Monitor	Zugdidi	27 Oct 2020
	GEO ZM 28	Monitor	Zugdidi	10 Nov 2020
	GEO ZM 37*	Monitor	Zugdidi	15 Dec 2020
	GEO ZM 39	Monitor	Zugdidi	13 Oct 2020
	GEO ZM 41	Monitor	Zugdidi	29 Sept 2020
	GEO GO 02a	Deputy Head of Field Office	Gori	3 Nov 2020
	GEO GO 03	Operations Officer	Gori	29 Sept 2020
GEO GM 06	Monitor	Gori	06 Oct 2020	
GEO GM 08	Monitor	Gori	08 Dec 2020	
GEO GM 17	Monitor	Gori	29 Sept 2020	
GEO GM 22	Monitor	Gori	13 Oct 2020	
GEO GM 24	Monitor	Gori	20 Oct 2020	
GEO GM 30	Monitor	Gori	6 Oct 2020	

	GEO GM 33	Monitor	Gori	29 Sept 2020
	GEO GM 38	Monitor	Gori	22 Dec 2020
	GEO GM 42	Monitor	Gori	29 Sept 2020
	GEO GM 43	Monitor	Gori	8 Dec 2020
	GEO GM 46	Monitor	Gori	29 Sept 2020
	GEO GM 50*	Monitor	Gori	29 Sept 2020
	GEO GM 51	Monitor	Gori	29 Sept 2020
	GEO GM 52	Monitor	Gori	10 Oct 2020
	GEO GM 54*	Monitor	Gori	11 Nov 2020
	GEO GM 55	Monitor	Gori	10 Nov 2020
	GEO GM 56	Monitor	Gori	06 Oct 2020
	GEO GM 58*	Monitor	Gori	20 Oct 2020
	GEO GM 60	Monitor	Gori	24 Nov 2020
	GEO GM 62	Monitor	Gori	01 Dec 2020
	GEO GM 66	Monitor	Gori	01 Dec 2020
	GEO MO 02a	Deputy Head of Field Office	Mtskheta	01 Sept 2020
	GEO MO 03	Operations Officer	Mtskheta	01 Oct 2020
	GEO MO 10a	CIS Officer/Monitor	Mtskheta	01 Dec 2020
	GEO MM 06	Monitor	Mtskheta	27 Oct 2020
	GEO MM 07	Monitor	Mtskheta	06 Oct 2020
	GEO MM 11*	Monitor	Mtskheta	06 Oct 2020
	GEO MM 14*	Monitor	Mtskheta	20 Oct 2020
	GEO MM 21	Monitor	Mtskheta	27 Oct 2020
	GEO MM 25	Monitor	Mtskheta	01 Dec 2020
	GEO MM 27	Monitor	Mtskheta	29 Sept 2020
	<b><u>Seconded/Contracted (2)</u></b>			
	GEO AR 10a	Head of Press and Public Information Section	Tbilisi	01 Sept 2020
	GEO SE 10a	Field Security Instructor	Tbilisi	03 Nov 2020
<b>Deadline for Applications:</b>	<b>Friday, 31 July 2020 at 17:00 (Brussels time)</b>			
<b>Applications must be submitted to:</b>	<p><b>a) for seconded candidates by EU Member States:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></p> <p><b>b) for contracted candidates from EU Member States:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a></p>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Ms Jacinta Hogan</b>  <b>cpcc.eummgeorgia@eeas.europa.eu</b>  <b>+32 (0)2 584 3929</b></p>			

\* Availability of this position is subject to pending approvals of extension requests.

\*\* Availability of this position is subject to pending approval of selection in CfC 1-2020.

**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)<sup>1</sup>, 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 Skills**<sup>2</sup> – 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.

## **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.

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

<sup>2</sup> [Common European Framework of References for Languages](#)

**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** – The selected candidates should complete Missionwise and SAFE<sup>3</sup> modules, which are designed for the delegations or equivalent, until a new platform is launched.

**Pre-Deployment Training (PDT)** – The selected candidates 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).

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

## SECONDED POSITIONS

<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> 10 Nov 2020
<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 Line Manager(s).;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

### **3. Mission Specific Tasks and Responsibilities:**

- To work closely with appropriate counterparts in the European External Action Service, 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. The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations or Business Administration; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Excellent analytical and reporting skills;

- Very good networking skills;

#### **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 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;
- Ability to remain flexible, adapt quickly, prioritise, and to work within limited time frames;
- Prioritisation skills;
- Excellent drafting skills in English.
- 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> Senior Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO AR 05a	<b>Location:</b> Tbilisi	<b>Availability:</b> 1 Sept 2020
<b>Component/Department/Unit:</b> Analytical Reporting and Outreach Department/ Reporting Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior 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 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 coordinate the activities of the AROD/Reporting Section and to give directions as instructed by HoAROD;
- To coordinate, draft and review timely and accurate regular and ad-hoc reports for submission to the chain of command as appropriate;
- To maintain positive working relationships with Field Offices;
- To maintain positive working relationships across the Mission Departments to ensure effective information flow;
- To compile the Mission's inputs to the Incident Prevention and Response Mechanism monthly meetings (IPRM) and to the Geneva International Discussions;
- 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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Excellent drafting and editing skills;
- Excellent analytical capability and profound knowledge of information collection and analytical methods;
- Excellent interpersonal skills
- Time management, and ability to prioritise multiple tasks and to delegate.

**6. Desirable Qualifications and Experience:**

- Experience in supervisory positions;
- Political awareness and judgment;
- Excellent communication and presentation skills;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to work as a member of a team.

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

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

<b>Position Name:</b> Senior Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO AR 13a	<b>Location:</b> Tbilisi	<b>Availability:</b> 01 Sept 2020
<b>Component/Department/Unit:</b> Analytical Reporting and Outreach Department (AROD)/ Political Advice Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior 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 ensure the HoM and Senior Mission Management as appropriate are regularly updated on relevant political developments;
- To follow the policy matters pertaining to the Mission mandate implementation and to provide analysis and advice on same to the HoM and senior Mission management;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors and international organisations;
- To prepare/contribute to briefings and notes in a timely manner;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles as appropriate;
- To participate in, draft and review regular Mission reporting and other reports, papers and briefings;
- Without prejudice to the chain of command, to contribute to the regular liaison/coordination with Civilian Planning and Conduct Capability (CPCC);
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons learned identification;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To coordinate the activities of the AROD/Political Advice Section and to give directions as instructed by HoAROD;
- To accompany HoM to meetings, and to prepare records of the same;
- To draft and review talking points, background material, speeches for HoM;
- To prepare and deliver briefings to internal and external audiences;
- To work in close cooperation with the Senior Reporting Officer and contribute to periodic and ad hoc reporting products;
- 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Excellent drafting and analytical skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Excellent oral and negotiating skills, with the ability to give clear advice/instruction on issues;
- Fluency in Russian language.

**6. Desirable Qualifications and Experience:**

- Experience in supervisory positions.
- International experience in crisis areas with multinational and/or international organisations in dealing with strategic-political issues, conflict prevention and crisis managements;
- Thorough knowledge of EU CFSP and CSDP as well as EU policy regarding Eastern Partnership;
- Extensive knowledge of regional security environment, including South Caucasus, Eastern Europe and Russia;
- Extensive experience in analysis, clear and concise report writing and drafting;
- Ability to work as a member of a team.

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

- Knowledge of Georgian language.

<b>Position Name:</b> Military Liaison Officer to the Ministry of Defence (MoD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO OP 03b	<b>Location:</b> Tbilisi	<b>Availability:</b> 01 Sept 2020
<b>Component/Department/Unit:</b> Operations Department/ Confidence Building Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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.

<b>Position Name:</b> Human Rights Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO OP 04a	<b>Location:</b> Tbilisi	<b>Availability:</b> 01 Sep 2020
<b>Component/Department/Unit:</b> Operations Department/ Gender and Human Rights Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Human Rights Adviser reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for Human Rights matters;
- To advise on Human Rights mainstreaming throughout the Mission's activities;
- In close coordination with the Mission's operational components, to advise on the promotion of Human Rights among host state authorities, and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the Human Rights situation in the host state;
- To liaise with local and international entities involved in the promotion and monitoring of Human Rights in the host state;
- To advise on the development and management of strategic communications with regards to Human Rights;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to Mission's reporting and information flow on Human Rights related aspects;
- To contribute to the induction training of the Mission's staff members;
- To contribute to identify and report on lessons learned and best practices within the field of Human Rights;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To coordinate the human rights monitoring activities of the Mission in co-operation with the EUMM Field Offices, as well as other thematic monitoring areas related to human rights;
- To draft reports, briefings, analysis, planning documentation and operational instructions related to above-mentioned monitoring activities;
- To provide guidelines to the Field Offices on the following of cases of alleged human rights violations, and advises on appropriate follow-up actions;
- To follow-up and advise on arrests and on the conditions of detention pertaining to the Mission mandate and in line with international standards;
- To liaise and co-operate with relevant local (inter alia the Ombudsperson/Public Defender for Georgia, the HR Units within the Ministries,) and international counterparts (inter alia ICRC, ICC, OHCHR, UNHCR, UNDP) in the broader Rule of Law area (Judiciary, Police and Customs) on Human Rights and international humanitarian and criminal law issues;
- To design and provide specialised in-Mission training and workshops on topics including Human Rights and international humanitarian and international criminal law, and national criminal law;

- To provide advice on matters such as minority relations and the protection and preservation of cultural heritage;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

#### **4. Essential Qualifications 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 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in and thorough knowledge of Human Rights and Human Rights mainstreaming issues and tools, particularly in a post-conflict environment/Security Sector Reform process.

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

- Drafting skills;
- Ability to evaluate analytically;
- Knowledge of investigative and conciliation techniques in the Human Rights field;
- Understanding and sensitivity to the basic principles of Human Rights legislation and inter-group relations.

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

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in monitoring and coordinating a broad set of activities.

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

- Strong research and analytical skills combined with the ability to analyse and integrate diverse information from a variety of sources;
- Knowledge of Russian and/or Georgian language(s).



<b>Position Name:</b> Watchkeeper	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO SW 03a	<b>Location:</b> Tbilisi	<b>Availability:</b> 01 Sep 2020
<b>Component/Department/Unit:</b> Security and Duty of Care Department/ Watchkeeping Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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).

<b>Position Name:</b> Reporting and Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO ZO 07a	<b>Location:</b> Zugdidi	<b>Availability:</b> 29 Sept 2020
<b>Component/Department/Unit:</b> Operations Department/ Field Office/Reporting and Analysis Section	<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 (on day-to-day matters), and to the Head of the Analytical Reporting and Outreach Department (on functional matters).

### 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.

<b>Position Name:</b> Monitoring Team Leader	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO ZT 02  GEO ZT 03	<b>Location:</b> Zugdidi (Compliance Team) Zugdidi (Human Security Team)	<b>Availability:</b> 29 Sept 2020  01 Dec 2020
<b>Component/Department/Unit:</b> Operations Department/Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Monitoring Team Leader reports to the Head of Field Office (HoFO).

### 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;

<b>Position Name:</b> Deputy Head of Field Office	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO GO 02a GEO MO 02a	<b>Location:</b> Gori Mtskheta	<b>Availability:</b> 3 Nov 2020 01 Sept 2020
<b>Component/Department/Unit:</b> Operations Department/ Field Office Gori Filed Office Mtskheta	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

In the absence of the Head of Field Office:

- To deputise for the HoFO during his/her absence in directing and managing the work and staff of the Field Office (FO) in accordance with the Mission's planning documents, instructions and guidance;
- To ensure that FO staff contribute to identifying and reporting lessons learned and best practices within their respective area of responsibility.

And at all other times:

- To support the FO's contribution to the Mission's internal and external reporting, 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 co-operation with the Mission HQ;
- To coordinate and supervise the coordination/cooperation with local authorities, civil society, other EU actors and International Organisations;
- To ensure, in coordination with the Mission's Security, that FO staff perform their work in a secure and safe environment;
- To ensure that Standard Operating Procedures (are properly implemented within the FO);
- To support the input to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's operational requirements;
- 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 assist the HoFO in continuously maintaining 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 co-ordinate and manage EUMM structures and services at 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 Mission activities;
- To monitor human rights issues and issues related to women, peace and security in accordance with the relevant international conventions, resolutions and EU legislation;
- 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 situation on the ground 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;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diverse team.

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

- Experience in managing operations in a civilian/humanitarian, police or military context;
- International experience, particularly in crisis areas with multi-national and International Organisations;
- Experience in implementing the principles of a Code of Conduct within a fast changing work environment;
- Professional qualification and/or certificate in management/leadership.

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

- Ability to establish diplomatic relations with government officials;
- Ability to remain flexible, adapt quickly, prioritise, and to work within limited time frames;
- 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 GEO MO 03	<b>Location:</b> Gori Mtskheta	<b>Availability:</b> 29 Sept 2020 01 Oct 2020
<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.

### 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).

<b>Position Name:</b> Communication & Information Systems (CIS) Officer/Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO MO 10a*	<b>Location:</b> Mtskheta	<b>Availability:</b> 1 Dec 2020
<b>Component/Department/Unit:</b> Operations Department/ Field Office Mtskheta	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The CIS Officer/Monitor reports operationally to the Head of Field Office and to the Head of Communications and Information Systems on CIS issues.

### 2. Main Tasks and Responsibilities:

- To provide CIS first-level of support in the Field Office; to initial troubleshooting for all directly-reported issues or issues assigned through the Help Desk ticketing system, and to quickly restore the affected services;
- To act as the custodian of all CIS assets deployed in the Field Office - from hardware and software to radio, satellite communication equipment and VTC (excluding server equipment);
- 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 Field Office Area of Responsibility, 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 on critical or emergency events in the Mission's Area of Responsibility/ interest that requires 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 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 Head of Communications and Information Systems;
- To update 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 and policies by the Field Office personnel throughout the Field Office Area of Responsibility;
- To maintain permanent contact with CIS HQ and the Mission Security for technical and security instructions and implementation;
- To monitor, report and analyse the situation in the Area of Responsibility as directed by the Head of Field Office;
- To cooperate with all relevant authorities, local and international organisations when instructed by the Team Leader;
- 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 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 Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields OR equivalent and attested police or/military education or training or an award of an equivalent rank; AND
- A minimum 3 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 and/or public administration, political science, human rights or humanitarian organisations, the police, military, after having fulfilled the education requirements.

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

- Analytical and problem solving skills;
- Knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs);
- Technical skills and hands-on experience in troubleshooting and software issues;
- 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:**

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

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

- Knowledge of hardware performance and specifications;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Ability to conduct analysis based on information, knowledge management and databases;
- Category C driving license.

<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> Field Office Zugdidi/Gori/ Mtskheta/ Operations Department	<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 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

<b>Position Name:</b> Head of Press and Public Information Section	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> GEO AR 10a	<b>Location:</b> Tbilisi	<b>Availability:</b> 01 Sept 2020
<b>Component/Department/Unit:</b> Analytical Reporting and Outreach Department/Press and Public Information Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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 plus other key staff as necessary on media, public information and disinformation 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 take timely and adequate measures to counter disinformation directed against the Mission;
- To analyse the public impact of disinformation against the Mission, and develop appropriate countermeasures, including strategic communication strategies;
- 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;
- Excellent presentation skills;
- Knowledge of the local press and media environment.

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

- Experience running media and outreach campaigns;
- Experience in planning and implementing projects;
- Experience in diplomacy, or international relations;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Experience in strategic communication with respect to disinformation;
- Experience as a spokesperson, a journalist, 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 Russian language;
- Knowledge of procurement and budgetary processes;
- Knowledge of Georgian language.

<b>Position Name:</b> Field Security Instructor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> GEO SE 10a	<b>Location:</b> Tbilisi	<b>Availability:</b> 03 Nov 2020
<b>Component/Department/Unit:</b> Security and Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

Field Security Instructor 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 the whole area of operations;
- To conduct Mission direct security training activities according to the relevant agreed internal and external training curricula;
- To assess the consistency and sustainability of Mission's security training activities over time, and to provide recommendations for the improvement;
- To identify and report on lessons identified/learned and best practices within the security training field of responsibility;
- To prepare, chair and/or take part in briefings related to security trainings with other Mission's units;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To liaise closely and coordinate with other Mission Departments to define security training needs;
- To develop and organise specialised security related trainings;
- To organise the annual MSO course and the CPCC/EUMM HEAT course;
- To develop a Mission Security training guide/manual and update it regularly;
- To keep the SMSO updated on all training policies;
- To conduct the roles and responsibilities of a Mission Security Officer as appropriate;
- To support the maintenance and updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice under the supervision of the MSO;

- Support and provide direction to EUMM OPS Room for day to day operations and monitoring of security environment.

#### **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;
- Experience in planning and designing training packages, and providing security training.
- Ability to contribute to the development of security policies and procedures;
- Writing and reporting skills;
- Presentations skills (preparing and delivery presentation).

#### **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);
- Certified trainer/instructor preferably in a police or military context;
- 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).