

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Mission in Georgia (EUMM Georgia) 3-2020 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Monitoring Mission in Georgia			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (43)</u>			
	GEO CS 01 ***	Chief of Staff	Tbilisi	5-Jan-21
	GEO CA 02 ***	MAC Analyst	Tbilisi	5-Jan-21
	GEO PR 05	Reporting Officer	Tbilisi	5-Jan-21
	GEO PA 03	Political Adviser	Tbilisi	5-Jan-21
	GEO OP 06 **	Mission Operations Officer	Tbilisi	5-Jan-21
	GEO AT 05	Training Officer	Tbilisi	2-Mar-21
	GEO SE 12 **	Mission Information Security Adviser	Tbilisi	5-Jan-21
	GEO SE 07b	Security Liaison Officer	Zugdidi	5-Apr-21
	GEO ZS 01 **	Senior Reporting and Information Officer	Zugdidi	15-Feb-21
	GEO ZO 07a *	Reporting and Information Officer	Zugdidi	5-Jan-21
	GEO ZT 05 **	Operations Team Leader	Zugdidi	1-Feb-21
	GEO ZA 01	Field Office Analyst	Zugdidi	20-Jan-21
	GEO ZO 10b	CIS Officer	Zugdidi	12-Feb-21
	GEO ZT 03	Monitoring Team Leader	Zugdidi	5-Jan-21
	GEO ZM 15	Monitor	Zugdidi	5-Apr-21
	GEO ZM 32	Monitor	Zugdidi	29-Mar-21
	GEO ZM 35 *	Monitor	Zugdidi	18-Jan-21
	GEO ZM 40 *	Monitor	Zugdidi	10-Mar-21
	GEO ZM 08	Monitor	Zugdidi	5-Jan-21
	GEO GO 02a	Deputy Head of Field Office	Gori	5-Jan-21
	GEO GT 05 **	Operations Team Leader	Gori	8-Feb-21
	GEO GO 03a	Operations Officer	Gori	5-Jan-21
	GEO GS 01 **	Senior Reporting and Information Officer	Gori	15-Mar-21
	GEO GT 01	Monitoring Team Leader	Gori	8-Mar-21
	GEO GM 01 *	Monitor	Gori	2-Mar-21
	GEO GM 03	Monitor	Gori	2-Feb-21
	GEO GM 04	Monitor	Gori	5-Apr-21
	GEO GM 21 *	Monitor	Gori	8-Jan-21
	GEO GM 36 *	Monitor	Gori	29-Apr-21
	GEO GM 39 *	Monitor	Gori	11-Feb-21
GEO GM 24	Monitor	Gori	5-Jan-21	
GEO GM 38	Monitor	Gori	5-Jan-21	

	GEO MO 02a	Deputy Head of Field Office	Mtskheta	5-Jan-21
	GEO MT 05 **	Operations Team Leader	Mtskheta	25-Jan-21
	GEO MS 01 **	Senior Reporting and Information Officer	Mtskheta	25-Jan-21
	GEO MO 08a *	Reporting and Information Officer	Mtskheta	5-Jan-21
	GEO MO 04 ****	Operations Officer	Mtskheta	5-Jan-21
	GEO MO 10b	CIS Officer	Mtskheta	5-Jan-21
	GEO MT 02	Monitoring Team Leader	Mtskheta	4-Mar-21
	GEO MM 08	Monitor	Mtskheta	11-Jan-21
	GEO MM 17 *	Monitor	Mtskheta	2-Mar-21
	GEO MM 30 *	Monitor	Mtskheta	2-Mar-21
	GEO MM 07	Monitor	Mtskheta	5-Jan-21
	Seconded/Contracted (3)			
	GEO AP 02a ***	Procurement Officer	Tbilisi	5-Jan-21
	GEO OI 02a **	Operations Technical Analyst	Tbilisi	5-Jan-21
	GEO HO 10 ****	Information Manager	Tbilisi	5-Jan-21
Deadline for Applications:	Wednesday, 04 November 2020 at 17:00 (Brussels time)			
Applications must be submitted to:	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			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Jacinta Hogan cpcc.eummgeorgia@eeas.europa.eu +32 (0)2 584 3929			

* Availability of this position is subject to pending approvals of pending selection approval / extension requests.

** Availability of this position is subject to the approval of OPLAN and Deployment Plan

*** Availability of this position is subject to the approval of OPLAN, Budget and Deployment Plan

**** Availability of this position is subject to a pending end of mission confirmation

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).

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

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.

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

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

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 SAFE³ 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.

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

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).

SECONDED POSITIONS

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: GEO CS 01 ***	Location: Tbilisi	Availability: 05 Jan 2021
Component/Department/Unit: HoM's Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Chief of Staff reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To exercise day-to-day coordination of the Mission's organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities.
- To support the Head of Mission in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in planning documents, the Mission Implementation Plan (MIP), and instructions issued by the HoM;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking and to ensure that all Mission components contribute to identifying and reporting on lessons learned and best practices within their respective fields of responsibility;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination on mandate implementation are maintained with the EU Delegation, (*and/or "the Office of the EUSR,"* if applicable) the representatives of EU Member States and Contributing Third States, according to HoM's directions;
- To ensure drafting of reports and other correspondence on behalf of the HoM as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, or any other activity to HoM's Office;
- To be the main point of entry for communication between the Mission and the Operational Headquarters (EEAS/CPCC);
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities:

- To ensure effective communication between Mission Divisions, Mission Support Department, Security and Duty of Care Department and Office of the Chief of Staff;
- To promote a positive, gender-equal and inclusive working environment 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; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.);

5. Essential Knowledge, Skills and Abilities:

- Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Knowledge of and experience in strategic management and/or public administration;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Strong managerial track record;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Mission Analytical Capability Analyst	Employment Regime: Seconded	Position Name: Mission Analytical Capability Analyst
Ref. Number: GEO CA 02 ***	Location: Tbilisi	Ref. Number: GEO CA 02 ***
Component/Department/Unit: Chief of Staff/MAC	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission whilst being administratively attributed to the Chief of Staff office.

2. Main Tasks and Responsibilities

- To support the Missions' situational awareness in accordance with the the agreed MAC concept;
- To establish where required and as directed by the HOM liaison arrangements with relevant counterparts;
- To contribute to the regular Mission reports;
- To disseminate MAC products internally and/or externally as directed by the HoM and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To act upon the HoM's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility..

3. Mission Specific Tasks and Responsibilities

- to help if so directed with analysis related to disinformation;
- identify the specific dynamics and actors linked to the situation of Georgia;
- To identify, monitor and report on emerging and on-going hybrid threats in Georgia and against the Mission and to further develop the Mission's 'early warning' capacity on hybrid threats; in coordination with relevant actors in the Mission;
- To manage Mission interaction with EU Single Intelligence Analysis Capacity (SIAC);
- To promote a positive, gender-equal and inclusive 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;
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Handling, processing, analysis and presentation of information from various sources;
- Excellent Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;

- Critical thinking and evaluation skills;
- Problem-solving skills;
- Professional fluency in English

6. Desirable Qualifications and Experience

- Experience in the use of analytical IT packages and processes;
- Successful completion of OSINT courses
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds in an analytical or political advisory capacity;
- Experience in analysis on hybrid threat issues;
- Master's degree in any of the fields of Political Science, International Relations, or other relevant studies.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Knowledge of the regional context;
- Excellent drafting, writing and reporting skills;
- Critical thinking and evaluation skills;
- Problem-solving skills;
- Excellent interpersonal and communication skills;
- Working level knowledge of Georgian, Russian, or other regional languages.

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: GEO PR 05	Location: Tbilisi	Availability: 05 Jan 2021
Component/Department/Unit: Political, Analysis, Reporting and Communications Department/ Reporting Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Reporting Officer reports to the Head of the Political, Analysis, Reporting and Communications (PARC) Department.

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 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 Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- 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).
- To keep abreast of all Mission findings and of relevant developments;
- To verify and de-conflict information with Mission staff at HQ and in the field;
- To draft and review periodic and ad-hoc reporting products for submission to the chain of command;
- To contribute to the drafting of the Mission's inputs to the Incident Prevention and Response Mechanism meetings and to the Geneva International Discussions;
- To participate in the development and review of reporting policies and SOPs;
- To collaborate with relevant colleagues to ensure the inclusion of graphics and maps in reports and presentations;
- To prepare and deliver briefings to internal and external audiences;
- To promote a positive, gender-equal and inclusive working environment in accordance with EU values.

3. Mission Specific Tasks and Responsibilities:

- To maintain positive working relationships with Field Offices, provide guidance and feedback to Field Office Reporting and Information Officers to ensure submission of high-quality information;

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:

- Sound judgment in identifying priority issues from information received;
- Ability to synthesize information and draft clearly, succinctly and quickly;
- Excellent drafting and editing skills;
- Excellent communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Time management skills and ability to prioritise;
- Political awareness and judgment;
- Ability to identify the need for follow-up actions on information received and to ensure they are taken expeditiously;
- Ability to work as a member of a team.

6. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: GEO PA 03	Location: Tbilisi	Availability: 05 Jan 2021
Component/Department/Unit: Political, Analysis, Reporting and Communications Department/ Political Advice Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Political Adviser reports to the Head of Political, Analysis, Reporting and Communications Department (PARC).

2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors and international organisations;
- To contribute to the preparation of briefings and notes as requested;
- To prepare records of meetings attended;
- To participate in regular Mission reporting, and to draft other reports as appropriate;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons learned identification;
- To undertake any other related task as requested by the Line Manager(s).
- To advise the Head of Mission (HoM) through the Head of PARC, as well as to advise directly the Head of PARC, on all political matters relating to the Mission;
- To draft speeches and statements for the HoM and to provide substantial support to other Mission elements in the handling of issues of political relevance;
- To contribute to the drafting of the Mission's reporting products;
- To contribute to the preparations and conduct of official visits and bilateral and multilateral meetings (Incident Prevention and Response Mechanism meetings, Geneva International Discussions, etc.);
- To prepare and deliver briefings to internal and external audiences;
- To promote a positive, gender-equal and inclusive working environment in accordance with EU values.

3. Mission Specific Tasks and Responsibilities:

- To follow closely political developments in Georgia, including in Abkhazia and South-Ossetia, and in the wider region, and to maintain regular contact with key stakeholders, both governmental and non-governmental;
- To contribute to the analysis of disinformation threats and to contribute to countering disinformation, including by helping inform related strategic communications/public relations efforts
- To liaise closely with the office of the EUSR for Georgia

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science, International Relations, Geopolitics, Law; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Proven and extensive experience in analysis, clear and concise report writing and drafting.

5. Essential knowledge, skills and abilities:

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

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds, in a political advisory capacity.

7. Desirable knowledge, skills and abilities:

- Good knowledge of the European Union policies and institutions, particularly CFSP and CSDP;
- Good knowledge of the region of South Caucasus;
- Ability to provide fact-based assessment and analysis;
- Time management skills and ability to prioritise;
- Ability to work as a member of a team;
- Knowledge of Georgian and Russian language.

Position Name: Mission Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO OP 06 **	Location: Tbilisi	Availability: 05 Jan 2021
Component/Department/Unit: Operations Department/ Tbilisi Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Operations Officer reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To conduct quantitative and qualitative analysis of inputs, originating from the Field Offices' operational activities, and state of play on mandate implementation;
- To liaise regularly with other Mission operational elements in the Field Offices and in the Mission Headquarters;
- To support and contribute to the regular updating of the Mission Implementation Plan and the Mission Information Collection 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 ensure the communication flow and timely information sharing of operational findings between the Operations Department in the Mission Headquarters and the Field Offices;
- To plan and coordinate operational activities that require cross-departmental co-operation between the Field Offices;
- To draft various operational instructions and other guiding documents as delegated by the Head of Operations;
- To oversee the operational state of play of all three Field Offices and, through the Head of Operations, to keep the Mission Senior Management informed all relevant operational developments;
- To maintain and update operational Standard Operating Procedures;
- To coordinate cross-departmental development processes and cross-departmental activities between the Operations Department in the Mission Headquarters and the Field Offices;
- To suggest amendments to Mission Operations for the effective implementation of the mandate;
- To co-ordinate training activities, in close cooperation with the Mission Training section, of all three Field Office;
- To promote a positive, gender-equal and inclusive 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 working with people from diverse backgrounds;
- 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: Training Officer	Employment Regime: Seconded	
Ref. Number: GEO AT 05	Location: Tbilisi	Availability: 02 Mar 2021
Component/Department/Unit: Mission Support Department / Training Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To deliver the Mission's internal training needs;
- To coordinate the Mission's training planning, curricula development, training provision, data collection etc.;
- To coordinate the Section's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To work in close cooperation with the other Mission Departments, including Field Offices;
- To be the primary point of contact for Mission Field Offices on training issues;
- To ensure that Mission Staff Members of the Unit contribute to identify and report lessons and best practices within their respective area of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advise the HoMSD on the co-ordination and management of training throughout the Mission in accordance with CPCC guidelines and Mission priorities;
- To oversee that regular Training Needs Assessments are carried out by the Mission Departments/Field Offices;
- To compile and manage the External Training Plan;
- To design, deliver, implement and coordinate training courses as required - using international best practices of adult learning didactics and methods - to reinforce and upgrade the knowledge and skills of staff; thereby strengthening the implementation of the Mission Mandate;
- To integrate a gender perspective into training design, content and delivery and ensure the equal participation of women and men in all areas of work;
- To continuously oversee and coordinate the full implementation of the EUMM Training Concept, including the Mission Onboarding training;
- To produce training materials to support in-house training courses and programmes;
- To develop the EUMM Training Intranet Modules, and to identify practical and cost-effective relevant learning initiatives including e-learning programmes for Local and International staff;
- To design feedback forms for all internal and external training courses and programmes, as required;
- To draft training documents including policies, guidelines and Standard Operating Procedures as requested by HoMSD;
- To manage the EUMM training budget and to provide regular updates on expenditure as required;

- To manage and maintain the Mission Training Database including suggestions for developments and upgrades;
- To promote a positive, gender-equal and inclusive working environment for all staff in the Department, and to treat all staff fairly in accordance with EU values;
- To coordinate, plan and guide the work of the Local Training Officer.

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, including in the design and delivery of training programmes, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities:

- Presentation skills and experience with drafting of materials used for training (e.g. PowerPoint);
- Innovative thinking;
- Ability to draft policies, guidelines, SOPs and communicate to a broad audience;
- Ability to plan, multi-task and manage time effectively.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas, with multi-national and International Organisations working with people from diverse backgrounds;
- Experience in managing operations in a civilian/humanitarian, police or military context;
- Professional Training Qualification/Certification from recognised Institute/Academy;
- Experience in managing, co-ordinating and conducting interactive training and/or adult learning programmes at the international level, including programme planning, design, implementation, management, monitoring and evaluation;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities. Previous work on the design and development of e-learning programmes an asset;
- Experience in gender mainstreaming in training content planning and project implementation;
- Professional experience in the assessment of skills enhancement, and in the design and delivery of appropriate skills development trainings;
- Experience with Management/Leadership training design, methods and delivery.

7. Desirable Knowledge, Skills and Abilities:

- Willingness and confidence to deliver training modules in a wide range of subject areas, and to a wide range of audiences;
- Excellent interpersonal and team work skills;
- Organisational, analytical and administrative skills, as well as resourcefulness, initiative, maturity of judgement and team spirit;
- Ability to integrate gender perspectives into training planning and delivery;
- Knowledge of Russian and/or Georgian language(s).

Position: Mission Information Security Adviser	Employment Regime: Seconded	
Ref. number: GEO SE 12 **	Location: Tbilisi	Availability: 05 Jan 2021
Component/Department/Unit: Mission Security and Duty of Care Department/Security Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Information Security Adviser (MISA) reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

In close operational and integrated collaboration with CIS, the MISA operates in the following sectors of activity:

- Classified Information Handling
 - To develop SOP in regard with EU's Policy and/or Council security Regulations for EU staff deployed,
 - To audit permanently classified information systems,
 - To track and maintain the Personal Security Clearance for EU Staff,
 - To report any security violation or/and compromise information matters,
 - To develop and maintain any physical and/or technical structure for the protection of classified information.
- Crypto Custodian
 - To assume responsibilities as the Crypto Custodian for the Mission : registration, protection and transfer of accountable security items,
 - To report the EU Crypto Custodian (DGA5-SSICS) in case of security violation and/or compromise or suspicion of compromise.
 - To develop and maintain the local framework for the use of crypto material, including audit and traceability,
 - To liaise and maintain contact with EEAS for any topic in relation with crypto matter.
- Information Security System (ISS) - in operational cooperation with CIS:
 - To develop the general framework for information security including :
 - Organisational requirement
 - Investigation capacities (Log, staff accounts management...)
 - Incident report and reaction,
 - To participate in any study for implementation of new IT material, new interface (website, ...),
 - To insure the monitoring of IT security systems (firewall and/or any tool),
 - To take in charge the investigation matters in case of security violation.
 - To participate in the general ISS framework development and maintenance.
- Cyber Security – in operational cooperation and under supervision of CIS:
 - To participate in the general cyber-security framework development and deployment specifically regarding threat intelligence, threat assessment,
 - To develop a reporting line for any incident in relation with specific threat,
 - To participate in the investigations.
- e-reputation
 - To develop and maintain any system or/and tool, or capacity for: Collecting information mainly from social networks and/or globally on the WEB, in relation with the Mission or/and officials of the Mission Reporting any topic of interest.
- Awareness campaigns
 - To develop and implement awareness campaigns/workshops/emails regarding: Information Security Systems (Desk routine, passwords, USB use,...), Cyber security threats in cooperation with CIS Team (Phishing, Hacking, main distant threats...), Personal OPSEC

(use of social network, use of mobile phone, ...), Classified information handling. Specific threat targeting the Mission (Phishing campaigns...).

- To undertake other related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities:

- To be the SDCD focal point on Cyber Security – in operational cooperation with CIS, which remains the main Mission focal point on Cyber Security;
- To participate in the general cyber-security framework development and deployment specifically regarding threat intelligence, threat assessment;
- To develop a reporting line for any incident in relation with specific threat;
- To participate in the investigations;
- To coordinate and work closely with Hybrid Threat, including participation in EUMM Advisory Committee on Hybrid Threats, capacities in the Mission to ensure optional alignment with most current information and cyber security requirements;
- To track and maintain the Personal Security Clearance for EU Staff;
- To promote a positive, gender-equal and inclusive working environment in accordance with EU values.

4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma OR equivalent and attested police/military education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements

5. Essential Knowledge, Skills and Abilities:

- Ability to work collaboratively with a broad range of constituencies essential;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Knowledge of key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program;
- Ability to develop and maintain awareness campaigns;
- Ability to advise in security and counter intelligence in hardship environment.

6. Desirable Qualifications and Experience:

- Experience in developing and administrating an information security program;
- Certification such as CISSP, ISO 27001, CISM, COMPTIA Security+, CISA or similar or any other international relevant certification in the field; forensic or malware analysis certification would be an asset;
- Experience using tools for impact study and implementing risk assessment recommendation using any international relevant methodology in the field.
- Overseas deployments in hardship environment, operations, as counter intelligence adviser in official framework (national intelligence, NATO ...) would be an asset.
- Adviser in security engineering, implementing systems with humans, technical, and physical aspects would be an asset;
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU information security standards and formal accreditation processes international experience, particularly in crisis areas with multi-national and international organisations;

- Knowledge of EU policies and relevant documents in the field of cybersecurity;
- Technical knowledge of information technology and security issues;
- Ability to analyse, and interpret general business periodicals, professional journals, technical procedures, or Mission regulations;
- Ability to develop and audit security systems (physical, technical, human) using traceability framework;
- Ability to develop and maintain a framework for collecting information on the Web.

Position Name: Security Liaison Officer	Employment Regime: Seconded	
Ref. Number: GEO SE 07b	Location: Zugdidi	Availability: 05 Apr 2021
Component/Department/Unit: Security and Duty of Care Department/Security Section	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, gender-equal and inclusive 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;

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 working with people from diverse backgrounds;
- Experience in liaison with law enforcement authorities;
- 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: Senior Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO GS 01 ** GEO MS 01 ** GEO ZS 01 **	Location: Gori Mtskheta Zugdidi	Availability: 15 Mar 2021 25 Jan 2021 15 Feb 2021
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 Senior Reporting and Information Officer reports to the Head of Field Office (HoFO) on day-to-day matters, and to the Head of the Political, Analysis, Reporting and Communications Department (HoPARC) on functional matters.

2. Main Tasks and Responsibilities:

- To coordinate and monitor the activities of the FO Reporting and Information section and to give direction to other team members as instructed by the HoFO and/or the HoPARC;
- To provide written reports as requested by the HoFO and/or the HoPARC;
- 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 regularly contribute to updating and revising the Mission Information Collection Plan (MICP);
- To contribute to the collection of the Mission's lessons learned observations;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To maintain continuous and positive working relationship with the Analytical Reporting and Outreach Department in the Mission Headquarters;
- To receive debriefings from all FO patrols after their return from their daily patrol duties so that all relevant monitoring information is available and inputted into the FO reports;
- To review patrol reports for quality and accuracy, and to advise patrol leaders and team leaders accordingly;
- To process and to analyse information gathered by patrols;
- To consistently integrate gender and human rights perspectives across the work and activities of the FO Reporting and Information section;
- To maintain and to regularly update the FO information databases and statistics;
- To promote a positive, gender-equal and inclusive 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 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.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, highly developed 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 working with people from diverse backgrounds;
- Experience in report writing - preferably in relation to a post-conflict environment;
- Experience in an operational environment in a civilian/humanitarian, development, police or military context.
- Understanding of gender mainstreaming, gender analysis and key gender issues in post-conflict contexts;
- 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.

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

Position Name: Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO ZO 07a *	Location: Zugdidi	Availability: 05 Jan 2021
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 to the Head of Field Office (on day-to-day matters), and to the Head of the Political, Analysis, Reporting and Communications (PARC) 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, gender-equal and inclusive 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 working with people from diverse backgrounds;
- 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: Operations Team Leader	Employment Regime: Seconded	
Ref. Number: GEO GT 05 ** GEO MT 05 ** GEO ZT 05 **	Location: Gori Mtskheta Zugdidi	Availability: 08 Feb 2021 25 Jan 2021 01 Feb 2021
Component/Department/Unit: Operations Department/ Field Offices Gori, Mtskheta and Zugdidi/Operations Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead and to act as first Line manager of the Field Office (FO) Operations Team, including the FO Watchkeeping Capacity (WKC);
- To oversee and to monitor the implementation of the operational objectives of the Operations Team;
- To conduct quantitative and qualitative analysis of the FO's operational activities, and state of play on mandate implementation;
- To produce timely and accurate, periodic ad-hoc reports for submission, through the chain of command, to the Mission's operational headquarters, as well as written reports requested by the HoFO;
- To identify best practice and lessons learned within the field of responsibility;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To oversee the planning, tasking and oversight of the implementation of all FO patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow through the FO by briefing staff and compiling reports so that all FO personnel are kept informed and updated on events;
- To maintain and update FO operational Standard Operating Procedures;
- To handle incidents and events in the Area of Responsibility as a member of the FO Security Management Team;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To suggest amendments to Mission HQ Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities in the FO;
- To plan visits of external official visitors to the FO, and to conduct external activities;
- To integrate gender and human rights perspectives into relevant activities, and to ensure the equal participation of women and men in all work;
- To promote a positive, gender-equal and inclusive 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 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.

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 working with people from diverse backgrounds;
- 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;
- 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: Field Office Analyst	Employment Regime: Seconded	
Ref. Number: GEO ZA 01	Location: Zugdidi	Availability: 20 January 2021
Component/Department/Unit: Operations Department/ Field Office Zugdidi/ 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 (HoFO) and to the Head of the Political, Analysis, Reporting and Communications Department (PARCD) 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, and as directed by the Head of PARCD;
- To perform an advisory function on political, stabilisation and socioeconomic issues to the HoFO;
- 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 prepare concise, clear and accurate analytical reports based on the various sources of information available at Field Office level (from patrols, open sources, civil society meetings 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;
- 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 discuss regularly the production of analytical products with other field-based analysts and the MHQ-based analyst;
- To undertake any other related tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To maintain a situational overview of the challenges to security and the hybrid threat picture in the Field Office's Area of Responsibility, in coordination with the Mission Analytical Capability (MAC) Analyst and other relevant Mission staff;
- To identify, monitor and report on emerging and ongoing hybrid threats in Georgia and against the Mission, in coordination with the MAC Analyst;
- To engage in the production of analytical products with other field-based analysts under the coordination of the MAC Analyst;
- To contribute to Mission Special Reports on relevant issues, including regular reports on hybrid threats, in coordination with the MAC Analyst;
- To liaise closely with the MAC Analyst on Mission analytical tasks and reports;
- To promote a positive, gender-equal and inclusive 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 an analytical role, particularly in crisis areas, with multi-national and international organisations;
- Experience in the analysis of hybrid threat issues;
- Experience in conducting gender analysis;
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

- Excellent analytical skills;
- Working knowledge of Russian and/or Georgian language(s);
- Sound knowledge of the local and regional political landscape;
- Knowledge of gender mainstreaming.

Position Name: Communication & Information Systems (CIS) Officer	Employment Regime: Seconded	
Ref. number: GEO ZO 10b GEO MO 10b	Location: Zugdidi Mtskheta	Availability: 12 Feb 21 05 Jan 21
Component/Department/Unit: Operations Department/ Field Office Mtskheta Field Office Zugdidi Field Office Gori	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The CIS Officer 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 tickets assigned through the Help Desk ticketing system, 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 network and server equipment);
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals in the Field Office;
- To deploy departmental training activities including user training programs in support of new technologies and procedures in the Field Office;
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To support the Field Office by conducting monitoring activities and analysing and reporting on requested issues pertaining to the Field Office Area of Responsibility;
- To undertake any other related tasks, as requested by the Head of Field Office and Head of CIS on technical aspects.

3. Mission Specific Tasks and Responsibilities:

- To maintain an accurate and up-to-date inventory and records of all CIS assets and network services, their functionality, distribution and location;
- To submit, whenever necessary, consolidated reports on the existence and technical condition of the assets and general situation of the CIS-related activities to Head of CIS;
- To permanently monitor the security posture of CIS assets and correct functioning of security controls (i.e. antivirus/antimalware) and take appropriate actions to remediate their functionality;
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operation System, printer and network connectivity, software functionality, radio network, monitoring permanently that IT and communication assets are properly used and in accordance with best practices and procedures;

- To perform annual general maintenance of all hardware, software and communication equipment under his/her responsibility, to ensure their functionality within the accepted technical parameters;
- To maintain permanent contact with CIS HQ and the Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems available in Field Office, to prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all CIS-approved Standard Operating Procedures (SOPs) and policies by the Field Office personnel throughout the Field Office Area of Responsibility;
- To prepare user guides and manuals for end users regarding the use of IT systems (printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios)
- To promote a positive, gender-equal and inclusive working environment for all staff in the Department, and to treat all staff fairly in accordance with EU values;
- To drive EUMM vehicles with manual and automatic transmission during patrols in rough terrain and on duty trips.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. 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 4 years of relevant professional experience in the field of information/communication technology and management, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems, after having fulfilled the education requirements 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:

- Good knowledge of computer systems and wired/wireless network technologies (e.g. LANs, MANs, WANs);
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services;
- Strong analytical and problem solving skills;
- 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 working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Knowledge of hardware performance and specifications;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Category C driving license and experience driving vehicles with manual transmission.

Position Name: Monitoring Team Leader	Employment Regime: Seconded	
Ref. Number: GEO ZT 03 GEO MT 02 GEO GT 01	Location: Zugdidi (Human Security Team) Mtskheta (Compliance Team) Gori (ABLTeam)	Availability: 05 Jan 2021 04 Mar 2021 08 Mar 2021
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).

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;
- To promote a positive, gender-equal and inclusive 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 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 working with people from diverse backgrounds;
- 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: Deputy Head of Field Office	Employment Regime: Seconded	
Ref. number: GEO GO 02a GEO MO 02a	Location: Gori Mtskheta	Availability: 05 Jan 2021 05 Jan 2021
Component/Department/Unit: Operations Department/ Field Offices Gori, Mtskheta	Security Clearance Level: EU SECRET	Open to Contributing Third States: 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, gender-equal and inclusive working environment in accordance with EU values;
- 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 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 monitor human rights issues and issues related to women, peace and security in accordance with the relevant international conventions, resolutions and EU legislation;
- To implement the Mission's gender mainstreaming initiatives and processes and ensure the equal participation of women and men in all areas of work;
- To promote a positive, gender-equal and inclusive working environment, and to treat all staff fairly in accordance with EU value;
- 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 working with people from diverse backgrounds;
- Experience in implementing the principles of a Code of Conduct within a fast changing work environment;
- Experience in gender mainstreaming and Women, Peace and Security issues;
- Professional qualification and/or certificate in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Ability to establish good, and 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).

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO GO 03a GEO MO 04a ****	Location: Gori Mtskheta	Availability: 05 Jan 2021 05 Jan 2021
Component/Department/Unit: Operations Department/ Field Office Gori and Mtskheta	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 (FO) 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 implementation 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 FO by briefing staff and compiling reports so that all FO personnel are kept informed and updated on events;
- To handle incidents and events in the Area of Responsibility as a member of the FO Security Management Team;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To suggest amendments to Mission HQ Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities in the FO;
- To plan visits of external official visitors to the FO, and to conduct external activities;
- To ensure the equal participation of women and men in all Mission activities;
- To promote a positive, gender-equal and inclusive working environment for all staff in the Department, 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 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 working with people from diverse backgrounds;
- Operational planning/project management experience, in a national or international context.

7. Desirable Knowledge, Skills and Abilities:

- Conceptual, organisational and strategic skills;
- Presentation skills;
- 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 liaise with civil society, military and police 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 liaise with conflict-affected communities as part of information collection and analysis;
- To operate the tethered aerostat monitoring system, as required, following basic training;
- To cooperate and liaise with all relevant authorities, local and international organisations;
- To integrate gender perspectives including issues related to women, peace and security into monitoring and reporting activities;
- To drive EUMM vehicles with manual and automatic transmission during patrols;
- To promote a positive, gender-equal and inclusive 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 English writing skills for drafting accurate reports.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Experience of working with civil society, military and/or police;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions;
- Experience in working on land ownership issues, land disputes and property law;
- Experience in working on gender and/or Women, Peace and Security issues and human rights;
- 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 of gender mainstreaming, Women, Peace and Security issues, human rights, irrigation and property issues in post-conflict environments;
- Excellent team work and interpersonal skills;
- Knowledge of Russian and/or Georgian language(s).

SECONDED/CONTRACTED POSITIONS

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. number: GEO AP 02a ***	Location: Tbilisi	Availability: 05 Jan 2021
Component/Department/Unit: Mission Support Department/ Procurement Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Procurement Officer reports to the Head of Procurement.

2. Main Tasks and Responsibilities:

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the Head of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contracting);
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures;
- To develop professional relationships with European Commission and European External Action Services (CPCC.4) in the field of procurement for the Mission;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To assist in the development of internal Mission procurement procedures;
- To conduct filing and archiving in line with Mission policies and requirements;
- To analyse and assess procurement patterns and requirements and suggest improvements to the Head of Procurement including initiatives to enlarge the number of potential and/or better suppliers and to rationalize the procurement portfolio;
- To analyse procurement categories and their relevant market sectors to find opportunities for green procurement initiatives;
- To conduct market research and analysis, if needed;
- To promote a positive, gender-equal and inclusive 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, in the field of procurement, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Negotiation and communication skills;

- Analytical skills and financial acumen;
- Ability to multi-task;
- Solution-oriented.

6. Desirable Qualifications and Experience:

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in financial management of tendering processes and audits;
- Experience and knowledge of sustainable/green procurement;
- Experience in training Requesting Units and non-procurement staff in procurement policies, processes and requirements;
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and team work skills;
- Strong organisational skills with attention to detail.

Position Name: Operations Technical Analyst	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: GEO OI 02a **	Location: Tbilisi	Availability: 05 Jan 2021
Component/Department/Unit: Operations Department/ Information Management Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Operations Technical Analyst reports to the Head of Operations (HoOps).

2. Main Tasks and Responsibilities:

- To store, manage and update the Mission operational findings from a variety of sources, including ground-based patrols, various sensor types, satellite imagery, open source findings and technical monitoring tools deployed in the Mission area;
- To process and enhance imagery and operational data as required for analysis;
- To advise Operations Management on technical information management and maintaining geographical information, imagery analysis and operational findings;
- To prepare technical analysis reports to assess short and long term trends based on collected data;
- To contribute to the production of reports as requested by HoOps;
- To design and conduct training to Mission staff concerning technical analysis and information management;
- To supply technical advice to the Mission's Procurement section on technical monitoring tools, information collection, storage, retrieval and analysis products and/or services, and to participate, as appropriate, in relevant procurement processes;
- To undertake any other tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To support and to deputise for the Geographical Information System Officer during his/her absence;
- To promote a positive, gender-equal and inclusive 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 5 years of relevant professional experience in technical data analysis, imagery analysis, geographical information analysis, intelligence or similar related area in the security, defence, humanitarian or peacekeeping fields, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Working knowledge of GIS software (e.g. ESRI ArcGIS);
- Understanding of, and experience in, analytical applications and software;
- Knowledge of different data collection methodologies and database technologies;
- Ability to brief complex plans comprehensively, accurately and coherently;
- Prioritisation and workload management skills in a time-pressured environment;
- Analytical, organisational, planning, and time-management skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Official Certification in IMINT and/or GEOINT analysis;
- Experience of digital imagery processing and analysis using optical and/or non-optical sensors.

7. Desirable Knowledge, Skills and Abilities:

Position Name: Information Manager	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: GEO HO 10 ***	Location: Tbilisi	Availability: 05 January 2021
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Information Manager reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To ensure, in close cooperation with the Mission Security and the Communications and Information Systems Section, the security of sensitive information handled by the Mission, and to disseminate it in accordance with instructions of senior management;
- To ensure the establishment, continued development and management of the Mission's information flow and structure to support the operational, reporting and administrative requirements of the Mission in close consultation with all EUMM departments;
- To act as the Mission Document Management Officer and assume coordination/verification tasks regarding the management, storage and transfer of all official documents produced and circulated during the life cycle of the Mission, including supervision and management of physical archiving processes as well as related advisory services.
- To work closely with all relevant departments to ensure that their information, reporting and analysis requirements are factored into the continued development of the information management tools;
- To identify Mission information exchange requirements and to contribute to information and knowledge sharing aimed at the development of a common situational awareness with the Mission's chain of command and other EU actors;
- To ensure the continued development and supervision of the Mission's overall Document Management System through coordination with all Mission Departments and Sections/Units in accordance with guidelines from the Civilian Planning and Conduct Capability in Brussels and the SOP on Document Management;
- To contribute to the structured management of information flows within the Mission through a systematic approach to ensure that information is processed to support operations, common situational awareness and mandate delivery;
- To structure Mission information flows to make them functional to the generation of analytical products in support of the operational, security and reporting needs of the Mission, including to support the Mission Geographic Information System elements;
- To advise on the information management of intranet based administration modules.
- To coordinate with relevant departments on the analysis and structure of existing Mission information for inclusion in the system;
- To devise and update Standard Operating Procedures on Information/Data Management/Records Documents;
- To supervise the registry of Mission's official documents (Filing Plan) including annual revisions of stored data in the Filing Plan with support of all departments;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To promote a positive, gender-equal and inclusive 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. The qualification should be in any of the fields of Information Management Solutions/System, Integrated Data Management, Project Management, Archiving or other relevant field; AND
- A minimum of 5 years of relevant professional experience in the field of project/information management, archiving, document management, records management, integrated data management or in a relevant area, after having fulfilled the education requirements;
- Experience in using systems for the management and analysis of information from various sources.

5. Essential Knowledge, Skills and Abilities:

- Ability to prioritise and manage a demanding workload;
- Ability to work dynamically on his/her own initiative in a methodical manner;
- Drafting skills;
- Analytical skills combined with good judgment;
- Knowledge of database, analysis software products.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Experience in an operational environment in a civilian/humanitarian, police or military context;
- Experience of EU information security management requirements.
- Experience in diplomacy, social sciences, and police/military sciences.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Information Management Solutions/and or System, Geographic Information System products.