

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Mission in Georgia (EUMM Georgia) 1-2022 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 (48)</u>			
	GEO PD 01	Head of Political, Analysis, Reporting and Communications (PARC) Department	Tbilisi	01 Aug 2022
	GEO PR 01	Senior Reporting Officer	Tbilisi	02 May 2022
	GEO PA 02	Political Adviser - CRC post	Tbilisi	02 May 2022
	GEO OP 06	Mission Operations Officer	Tbilisi	02 May 2022
	GEO AT 05*	Training Officer	Tbilisi	06 Jun 2022
	GEO ZO 02a	Deputy Head of Field Office	Zugdidi	26 Sep 2022
	GEO ZA 01	Field Office Analyst	Zugdidi	02 May 2022
	GEO ZO 10b	CIS Officer	Zugdidi	08 Sep 2022
	GEO ZT 02	Monitoring Team Leader (Compliance Team)	Zugdidi	20 Jun 2022
	GEO GO 01a	Head of Field Office	Gori	24 Jun 2022
	GEO GT 05	Operations Team Leader	Gori	02 May 2022
	GEO GO 08a	Reporting and Information Officer	Gori	04 Jul 2022
	GEO GT 01	Monitoring Team Leader (ABL Team)	Gori	12 Sep 2022
	GEO MO 10b	CIS Officer	Mtskheta	02 May 2022
	GEO MT 03	Monitoring Team Leader (Human Security Team)	Mtskheta	03 Aug 2022
	GEO ZM 01	Monitor (33)	Zugdidi	01 Aug 2022
	GEO ZM 02		Zugdidi	27 Jul 2022
	GEO ZM 06		Zugdidi	10 Aug 2022
	GEO ZM 10		Zugdidi	02 Aug 2022
	GEO ZM 12		Zugdidi	10 Aug 2022
GEO ZM 14	Zugdidi		28 Jul 2022	
GEO ZM 15	Zugdidi		02 May 2022	
GEO ZM 17	Zugdidi		01 Sep 2022	
GEO ZM 18	Zugdidi		10 May 2022	
GEO ZM 19	Zugdidi		28 Jul 2022	
GEO ZM 20	Zugdidi		02 May 2022	
GEO ZM 21*	Zugdidi		05 Sep 2022	
GEO ZM 23	Zugdidi		02 May 2022	
GEO ZM 31	Zugdidi		20 Sep 2022	
GEO ZM 39	Zugdidi		16 Jun 2022	
GEO GM 09			Gori	02 May 2022

GEO GM 14		Gori	13 Jul 2022
GEO GM 20		Gori	06 Jul 2022
GEO GM 22		Gori	02 May 2022
GEO GM 28*		Gori	07 Jul 2022
GEO GM 31		Gori	07 Sep 2022
GEO GM 34		Gori	05 Jul 2022
GEO GM 40		Gori	30 Jun 2022
GEO GM 44		Gori	29 Jun 2022
GEO GM 47		Gori	21 Jul 2022
GEO GM 48		Gori	30 Aug 2022
GEO GM 59		Gori	02 May 2022
GEO GM 66		Gori	02 May 2022
GEO MM 01		Mtskheta	21 Jul 2022
GEO MM 14		Mtskheta	01 Aug 2022
GEO MM 20		Mtskheta	03 Sep 2022
GEO MM 23		Mtskheta	08 Aug 2022
GEO MM 33		Mtskheta	18 Jul 2022
Seconded/Contracted (3)			
GEO PP 01	Head of Press and Public Information Section	Tbilisi	02 May 2022
GEO SE 12c	Mission Information Security Officer / Communication and Information Systems (CIS)	Tbilisi	02 May 2022
GEO HO 06c**	Executive Officer to the Head of Mission	Tbilisi	02 May 2022
Deadline for Applications:	Thursday, 24 February 2022 at 17:00 (Brussels time)		
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p>		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Mr Manuel Abadia Cutillas cpcc.eummgeorgia@eeas.europa.eu +32 (0)2 584 26 01</p>		

*Availability of post is subject of acceptance of extension request

**Availability of post is subject of acceptance of selection

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

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

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision 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 – 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 and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the civilian CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

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

2. Knowledge

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

3. Skills and abilities

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

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

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

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

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

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

II.B Desirable Requirements

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

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

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

Language – Some proficiency in local language(s).

Driving Licence – Category C driving licence.

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.

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

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

Visas – EU Member States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

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

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

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.

V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

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

SECONDED POSITIONS

Position Name: Head of Political, Analysis, Reporting and Communications Department	Employment Regime: Seconded	
Ref. number: GEO PD 01	Location: Tbilisi	Availability: 01 Aug 2022
Component/Department/Unit: Political, Analysis, Reporting and Communications Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Political, Analysis, Reporting and Communications Department reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To supervise and manage the Political, Analysis, Reporting and Communications (PARC) Department, its sections and staff, to coordinate within the Department and with other Mission Departments and to provide overall guidance and ensure quality control;
- To quality control the Mission's external reporting before submission to HoM for final approval;
- To provide political and strategic advice to the Head of Mission (HoM) on issues within the Department's responsibility, in particular on the Mission's overall planning, on mandate-relevant political issues and on the Mission's reporting to EU policy makers;
- To represent the Mission in external events and meetings, as instructed by HoM or CoS;
- To liaise with the EU family on the ground and, through CPCC, with relevant EU actors and EU Members States' representatives in Brussels, as necessary;
- To follow closely political developments in Georgia, including in Abkhazia and South Ossetia, and in the wider region, and to maintain regular contact with key stakeholders;
- To advise the HoM, DHoM, CoS and HoOPS on all political matters relating to the Mission and its mandate;
- To conduct, in consultation with HoM, DHoM and CoS, Head of Operations (HoOps) and/or the Deputy Head of Department, long and short-term planning for the Mission's reporting cycle and analytical needs;
- To define information requirements needed for the Mission's reporting, in close cooperation with HoOps;
- In line with HoM/DHoM and CoS instructions, to help to design, develop and implement new policies within the framework of the Mission's mandate.
- To ensure quality control of internal / external reporting products and other papers / briefs;
- To assume the responsibility of budget line holder for funds administered by the Department;
- To assume responsibility for the management of contracts relevant to the Department's tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending actions that may arise due to breach of contract, etc.;

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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 10 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum of 5 years at management level;
- Strong analytical background combined with excellent political awareness and judgement;
- Experience to engage with senior officials/ governmental level decision makers;
- Experience in mentoring and motivating staff.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Leadership skills;
- Ability to manage concurrent activities and to make certain all deadlines are met;
- Clear and concise drafting, report writing and editing skills;
- Presentation skills;
- Ability to acquire useful information from a variety of sources;
- Diplomacy and tact, negotiation and decision-making skills;
- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment;
- Good knowledge of the European Union Policies and Institutions in particular Common Foreign and Security Policy (CFSP) and Common Security and Defence Policy (CSDP).

6. Desirable Qualifications and Experience:

- Senior management experience in an international organisation operating in a conflict or post conflict situation;
- Master's degree in management or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in strategic analysis, planning, reporting and drafting as well as a sound understanding of strategic and operational considerations;
- Experience of cross cutting themes such as human rights and gender.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Reporting Officer	Employment Regime: Seconded	
Ref. number: GEO PR 01	Location: Tbilisi	Availability: 02 May 2022
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 Senior Reporting Officer reports to the Head of the Political, Analysis, Reporting and Communications (PARC) Department.

2. Main Tasks and Responsibilities:

- To coordinate the activities of the PARC/Reporting Section and to give directions as instructed by (D)HoPARCD;
- 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 ensure quality control by reviewing all deliverables of the Reporting Section before submission to the Head of Department;
- To monitor and collect information on mandate-relevant operational and political developments and trends, with a particular focus on the host country and the wider region, EU and international relevant stakeholders, that may impact on the situation in the Mission's area of responsibility;
- To communicate with key Mission staff members on information handling, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Field Offices, Mission departments and open sources, on their operational activities against benchmarking;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To contribute to the compilation the Mission's inputs to the Incident Prevention and Response Mechanism monthly meetings (IPRM) and to the Geneva International Discussions;
- To prepare, deliver and review presentations and briefings to internal and external audiences;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

3. Mission Specific Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting and editing skills;
- Excellent analytical capability and profound knowledge of information collection and analytical methods;
- Excellent communication and presentation skills;
- Excellent interpersonal skills
- Time management, and ability to prioritise multiple tasks and to delegate.
- Ability to work as a member of a team.

6. Desirable Qualifications and Experience:

- Experience in supervisory positions;
- Political awareness and judgment;
- International experience, particularly in crisis areas with multi-national and international organisations;

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: GEO PA 02	Location: Tbilisi	Availability: 02 May 2022
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 analysis of disinformation threats and to contribute to countering disinformation, including by helping inform related strategic communications/public relations efforts;
- 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 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 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.

3. General Tasks and Responsibilities:

- To contribute to the identification of lessons and best practice in the area of competence;
- To contribute to mission reporting in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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;
- Knowledge of Russian language.

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;
- Fluency in Russian language;
- Knowledge of Georgian language.

Position Name: Mission Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO OP 06	Location: Tbilisi	Availability: 02 May 2022
Component/Department/Unit: Operations Department/ Tbilisi Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Mission Operations Officer reports to the Head of Operations (HoOps).

2. Main 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 oversee the operational state of play of all three Field Offices and, through the HoOps, to keep the Mission Senior Management informed on all relevant operational developments;
- To plan and coordinate operational activities that require cross-departmental co-operation between the Field Offices;
- 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 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 draft various operational instructions and other guiding documents as delegated by the HoOps;
- 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.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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/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: 06 June 2022
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 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 identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- 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 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.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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 Name: Deputy Head of Field Office	Employment Regime: Seconded	
Ref. number: GEO ZO 02a	Location: Zugdidi	Availability: 26 September 2022
Component/Department/Unit: Operations Department/ Field Office Zugdidi	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;

And at all other times:

- 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 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 conduct line management responsibilities within his / her team, including setting performance SMART objectives, regular monitoring of staff performance throughout the year, and preparing final performance evaluations;
- To promote a positive, gender-equal and inclusive working environment in accordance with EU values;
- To identify on-the-job training needs.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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: Field Office Analyst	Employment Regime: Seconded	
Ref. Number: GEO ZA 01	Location: Zugdidi	Availability: 02 May 2022
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 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 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 perform an advisory function on political, stabilisation and socioeconomic issues to the HoFO;
- To identify, monitor and report on emerging and ongoing hybrid threats in Georgia and against the Mission, in coordination with the MAC Analyst;
- 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 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 liaise closely with the MAC Analyst on Mission analytical tasks and reports;
- 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 analysts.
- 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 liaise closely with the MAC Analyst on Mission analytical tasks and reports;

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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 MO 10b GEO ZO 10b	Location: Mtskheta Zugdidi	Availability: 02 May 2022 08 Sept 2022
Component/Department/Unit: Operations Department/ Field Offices Zugdidi and Mtskheta	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, acting with the needed coordination on CIS issues with the Head of Communications and Information Systems.

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 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 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 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 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.

- To maintain an accurate and up-to-date inventory and records of all CIS assets and network services, their functionality, distribution and location.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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 02 GEO GT 01 GEO MT 03	Location: Zugdidi (Compliance Team) Gori (ABL Team) Mtskheta (Human Security)	Availability: 20 June 2022 12 September 2022 03 August 2022
Component/Department/Unit: Operations Department/Field Offices Zugdidi and Gori and Mtskheta	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 ensure the timely flow of information within the Field Offices;
- To analyse patrol findings alongside previously recorded information to monitor trends, developments, information gaps and to plan further patrol tasking;
- To guide and to oversee the tasks of team members including Patrol Leaders;
- To act as focal-point for receiving, developing and disseminating the Team's information;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To identify best practice and lessons learned within the field of responsibility;
- To ensure that patrols are planned and carried out in accordance with HoFO guidelines, directions and Mission Standard Operating Procedures;
- To further develop expertise in relevant thematic areas within the team, and to actively maintain up-to-date knowledge;
- To supervise and advise team members on all aspects of their duties (duty rosters, leave, deployment, etc.).
- To build and maintain efficient and effective team cooperation;

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. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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: Head of Field Office	Employment Regime: Seconded	
Ref. number: GEO GO 01a	Location: Gori	Availability: 24 June 2022
Component/Department/Unit: Operations Department/ Field Office Gori	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Field Office (FO) in accordance with the Mission's planning documents, instructions and guidance;
- To oversee the FO's contribution to the Mission's internal and external reporting;
- To coordinate the Mission Support related aspects of the FO, under the guidance of the Head of Mission Support Department;
- To assess the consistency and sustainability of the Mission's activities over time, and to provide recommendations for the improvement of performance;
- To co-operate with relevant local (municipal and regional) authorities, civil society, and international organisations in close cooperation with Mission's Head Quarter (MHQ);
- To ensure, in coordination with the Mission's Security and Duty of Care Department, that FO staff perform their work in a secure and safe environment;
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the FO;
- To supervise the input to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's operational requirements;
- To maintain close coordination with the other Mission's operational and support components;
- To ensure that Mission staff contribute to identifying and reporting lessons learned and best practices within their respective area of responsibility;
- To ensure that the FO staff are periodically updated on the progress of implementation of the mandate;
- To promote a positive working environment, and to continuously maintain a fair, realistic and transparent system of performance evaluation for all FO staff;
- To oversee the work of the National and International staff in the FO and to ensure that the monitoring activities are performed in accordance with all relevant agreements;
- To oversee that all activities, including monitoring, patrolling, outreach and reporting, adequately reflect the various components of the mandate, and are documented accordingly;
- To monitor human rights issues and issues related to the Women, Peace and Security agenda in accordance with the relevant international conventions, resolutions and EU legislation;
- To ensure timely and accurate reporting to Mission HQ on alleged human rights violations;
- To identify confidence-building measures and projects in the Area of Responsibility of the FO;
- To submit timely, accurate factual/analytical reports to Mission HQ.

3. General Tasks and Responsibilities:

- To contribute to the identification of lessons and best practice in the area of competence;
- To contribute to mission reporting in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR

equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Operations Team Leader	Employment Regime: Seconded	
Ref. Number: GEO GT 05	Location: Gori	Availability: 02 May 2022
Component/Department/Unit: Operations Department/ Field Office Gori/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;
- 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 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 promote a positive, gender-equal and inclusive working environment in accordance with EU values.

3. Mission Specific Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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: Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO GO 08a	Location: Gori	Availability: 01 July 2022
Component/Department/Unit: Operations Department/ Field Office Gori/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 Deputy Head of Field Office.

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;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- 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 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.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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;

- Good knowledge of the European Union Policies and Institutions in particular Common Foreign and Security Policy (CFSP) and Common Security and Defence Policy (CSDP).

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

1. Reporting Line:

The Monitor reports to the Monitoring Team Leader (MTL).

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 on critical or time-sensitive events in the Mission's Area of Responsibility/interest that require immediate action/reaction by Line Management;
- To liaise with the local population, 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.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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:

- *Civilian and/or female candidates are highly encouraged to apply.*

- 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:

- Excellent team work and interpersonal skills;
- Knowledge of Russian and/or Georgian language(s);
- 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.

SECONDED/CONTRACTED POSITIONS

Position Name: Head of Press and Public Information Section	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: GEO PP 01	Location: Tbilisi	Availability: 02 May 2022
Component/Department/Unit: Political, Analysis, Reporting and Communications Department /Press and Public Information	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of the Press and Public Information Section reports to the Head of Political, Analysis, Reporting and Communications (PARC) Department.

2. Main Tasks and Responsibilities:

- To act as the Mission's main spokesperson and to communicate the work of the Mission to the public;
- To lead, direct and manage the work and staff of the Press and Public Information Section;
- To advise the Head of Mission and other key staff as necessary on media and public information, including on how to address disinformation and other crisis communications issues;
- To create and promote positive communication and information campaigns to support and explain the work of the Mission to local, regional and international audiences;
- To have overall responsibility for the production of daily media monitoring and its dissemination internally in the Mission;
- To analyse the public impact of the Mission's activities and effectiveness of the Mission's public outreach work, and adjust activities accordingly;
- To supervise the Press and Public Information budget and procurement processes, as well as all relevant contracts/ tenders, including EUMM visibility items;
- To draft if necessary, keep under review, and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits as well as supervise and coordinate arrangements for visiting journalists/media;
- To supervise the development and maintenance of an effective Mission website;
- To supervise the production of engaging multimedia content and manage social media accounts;
- To supervise the drafting of press releases, public statements, articles and other public information material, and to seek clearance from the Head of Mission's office as appropriate. To co-ordinate same with other EU actors in theatre as appropriate;
- To coordinate with the press offices of other EU actors in the host state;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations or Business Administration; AND
- A minimum of 7 years of relevant professional experience, in the field of communication/press and or public information, out of which a minimum of 3 years of experience at management level after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Excellent communication skills, both written and oral;
- Knowledge and practical experience of formulating (written and oral) and implementing a communication strategy;
- Experience running and evaluating media and outreach campaigns;
- Networking skills and initiative;
- Excellent presentation skills.

6. Desirable Qualifications and Experience:

- Experience in planning and implementing projects;
- Experience in strategic communication with respect to disinformation or crisis communications;
- Experience in diplomacy, or international relations;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience as a spokesperson, a journalist, and/or institutional communication;
- Knowledge of the local press and media environment.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of procurement and budgetary processes;
- Research and analytical skills; ability to analyse and integrate diverse information from varied sources;
- Knowledge of Georgian and/or Russian languages.

Position: Mission Information Security Officer / Communication and Information Systems (CIS)	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. number: GEO SE 12c**	Location: Tbilisi	Availability: 02 May 2022
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 Officer / Communication and Information Systems (CIS) reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

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

- To assist the SMSO in developing and ensuring the application of relevant Standard Operating Procedures for secure information handling, and all other communications issues – particularly for Mission classified information systems;
- To liaise in conjunction with the SMSO, Chief of CIS and with the European External Action Service (EEAS) Security Office for information security issues and especially in case of incident;
- To provide input and assessment of existing and future IT infrastructure and application architecture from a security perspective;
- To act as the Mission focal point for information security compromise or suspicion of compromise;
- To assist the SMSO in his function as Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks which may include:
 - Ensuring registration of accountable security items;
 - Ensuring protection of accountable security items;
 - Ensuring secure transfer of accountable security items;
 - Liaising with the GSC Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise.
- To report to the SMSO for IT security incidents and assesses any change to the IT systems from a security perspective;
- To develop awareness with regard to IT security for the Mission staff;
- To verify periodically the security posture of IT systems;
- To assist Human Resources Section in defining the security clearance level required according to job descriptions and EEAS guidance;
- To advise the Information Manager on best practices in management and proper handling of EU Classified Information (EUCI);
- To undertake other related tasks as requested by the Line Managers.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other task assigned by the SMSO.

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. The qualification should be in a subject field related to Information Management/Security, Information systems Engineering/Security; AND

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

5. Essential Knowledge, Skills and Abilities:

- Proven ability to provide technical leadership for IT security;
- Extensive practical knowledge of current developments in information technology, networks and systems including standards, protocols, architectures and legislation and their relationship to matters of security;
- Creative planning and problem-solving skills in the management of complex projects, time management and team skills with a focus on quality service in a limited resource environment;
- Professional capability to conceptualize, develop and review services, guidelines and policies.

6. Desirable Qualifications and Experience:

- Experience in developing and administering 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 methodology such as EBIOS, PILAR, CRAMM and implementing risk assessment recommendation using any other international relevant methodology in the field.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU information security standards and formal accreditation processes internal experience, particular in crisis areas with multi-national and international organisations
- Knowledge of Russian and/or Georgian language(s).

Position Name: Executive Officer to the Head of Mission	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: GEO HO 06c**	Location: Tbilisi	Availability:
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer to the Head of Mission reports to the Head of Mission (HoM), while administratively supervised by the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To support and advise HoM in the execution of all his functions, both within and outside the Mission, as well as DHoM in absence of HoM;
- To ensure a smooth information flow within, from and to the HoM Office and other Mission organisational units and offices;
- To assist the CoS in the daily management of the HoM's office;
- To support and replace the Executive Officer to the CoS as required;
- To review documents, reports and letters prepared for signature by HoM in order to ensure quality and accuracy in substance;
- To summarise information and prepare briefing materials for the HoM;
- To identify, assign and take appropriate action on incoming requests and present them to HoM for consideration and to ensure that timely and appropriate action is taken in close coordination with the CoS;
- To oversee the proper drafting and handling of official correspondence and documentation within the Head of Mission Office, including EU Classified Information;
- To establish and maintain relationships with the Mission senior management;
- To co-ordinate visits to the Mission, and to act as the EUMM Protocol Officer Focal Point;
- To manage the calendar of HoM, including making travel arrangements for HoM;
- To maintain a registry of all official contacts with the Mission;
- To accompany the HoM to external meetings, and to provide readouts of these meetings as required.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested police and/or military education or training or 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:

- Drafting, reviewing, editing and presentation skills;
- Organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy;

- Analytical, communication and interpersonal skills;
- Flexible, proactive and stress-resistant;
- Familiarity with diplomatic protocol;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Working experience as a Political Adviser or Special/Executive Assistant to senior management;
- Experience of liaising with rule of law institutions;
- Experience of liaising with senior governmental interlocutors.

7. Desirable Knowledge, Skills and Abilities:

- Political awareness and judgement;
- Direct knowledge of the functioning of the EU and, in particular, CSDP missions and operations;
- Knowledge of the administrative rules and regulations relevant to CSDP missions;
- Knowledge of Russian and/or Georgian language(s).