

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Mission in Georgia (EUMM Georgia) 1-2023 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 (40)</u>			
	GEO CS 01	Chief of Staff	Tbilisi	ASAP
	GEO OP 02a	Deputy Head of Operations	Tbilisi	ASAP
	GEO PD 02	Deputy Head of PARC Department	Tbilisi	01 Apr 2023
	GEO OL 03c	Police Liaison Officer to the MIA and the SSSG	Tbilisi	21 Jun 2023
	GEO AC 07	Cyber Security Officer	Tbilisi	ASAP
	GEO SE 13	Security Operation Room Officer	Tbilisi	26 Jul 2023
	GEO SE 07b	Security Liaison Officer	Zugdidi	18 Sep 2023
	GEO ZO 11	Reporting and Information Officer	Zugdidi	ASAP
	GEO GO 07a	Reporting and Information Officer	Gori	ASAP
	GEO GO 08a	Reporting and Information Officer	Gori	05 Jul 2023
	GEO GO 12**	CIS Officer	Gori	ASAP
	GEO GO 13a	Operations Officer	Gori	ASAP
	GEO MO 02a**	Deputy Head of Field Office	Mtskheta	ASAP
	GEO MT 05	Operations Team Leader	Mtskheta	ASAP
	GEO MS 01	Senior Reporting and Information Officer	Mtskheta	02 Oct 2023
	GEO MO 11	Reporting and Information Officer	Mtskheta	ASAP
	GEO MA 01a	Field Office Analyst	Mtskheta	ASAP
	GEO MO 10b**	CIS Officer	Mtskheta	ASAP
	GEO ZM 01	Monitor (22)	Zugdidi	01 Aug 2023
	GEO ZM 06		Zugdidi	10 Aug 2023
	GEO ZM 12		Zugdidi	10 Aug 2023
	GEO ZM 13		Zugdidi	ASAP
	GEO ZM 14		Zugdidi	05 Jun 2023
	GEO ZM 17		Zugdidi	04 Sep 2023
	GEO ZM 19		Zugdidi	31 Jul 2023
GEO ZM 21	Zugdidi		04 Sep 2023	
GEO ZM 31	Zugdidi		25 Sep 2023	
GEO ZM 35	Zugdidi		19 Jun 2023	
GEO GM 28	Gori		10 Jul 2023	
GEO GM 31	Gori		07 Sep 2023	
GEO GM 34	Gori		24 Jul 2023	
GEO GM 37	Gori		17 Jun 2023	
GEO GM 44	Gori		03 Jul 2023	

	GEO GM 47		Gori	24 Jul 2023
	GEO GM 48		Gori	30 Aug 2023
	GEO MM 14		Mtskheta	01 Aug 2023
	GEO MM 15		Mtskheta	11 Sep 2023
	GEO MM 23		Mtskheta	08 Aug 2023
	GEO MM 30		Mtskheta	11 Sep 2023
	GEO MM 33		Mtskheta	18 Jul 2023
Seconded/Contracted (5)				
	GEO AP 03a**	Procurement Officer	Tbilisi	ASAP
	GEO AF 02c**	Finance Officer	Tbilisi	ASAP
	GEO AC 05c	CIS Officer Database Administrator	Tbilisi	ASAP
	GEO SE 10b	Field Security Instructor	Tbilisi	ASAP
	GEO SE 12c**	Mission Information Security Officer / Communication and Information	Tbilisi	01 Jun 2023
Deadline for Applications:	Friday, 10 March 2023 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> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Susanne EVERT cpcc.eummgeorgia@eeas.europa.eu +32 (0)2 584 29 63</p>			

*Availability of post is subject to the acceptance of extension request

**Availability of post is subject to the acceptance of selection / confirmation of the End of Mission.

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.

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

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.

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.

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

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. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

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: Chief of Staff	Employment Regime: Seconded	
Ref. Number: GEO CS 01	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Head of Mission 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 supervise the Office of the Chief of Staff and the following MHQ units: Political, Analysis, Reporting and Communications Department and Planning and Evaluation Section, Legal Advice and Human Resources;
- To administratively coordinate the advisers to the Head of Mission (Legal, Political, Human Rights, Gender and Environment), the Mission Analytical Capability and the Project Cell on aspects related to human resources management;
- To manage the Mission headquarters functions including Mission Support ensuring all aspects are globally considered for Head of Mission decision-making and for the analysis of the internal reporting of Mission activities;
- To ensure all Mission activities are consistently planned, supported and executed in a qualitative manner;
- To organise the regular senior management team meetings, all staff meetings, periodic Mission implementation meetings;
- To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political and security situation in the Mission area;
- To ensure liaison and coordination are maintained with the EU Delegation, EU member states and the EU Special Representative office as appropriate;
- To ensure liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders as appropriate;
- To ensure Mission Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To contribute to the induction and in-mission training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.
- To supervise administratively the Financial Verification Officers and Internal Auditor;
- To coordinate all contributions to the Mission's external reporting, including on identified lessons and best practices.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior coordination / management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments.

6. Desirable Qualifications and Experience:

- Master's degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Deputy Head of Operations	Employment Regime: Seconded	
Ref. Number: GEO OP 02a	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Operations Department/Tbilisi Component	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Operations reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To support the Head of Operations in the implementation of Mission operational components and activities [incl. Field Offices as applicable], units and teams, ensuring tasks are carried out in accordance with the Mission mandate and Operational Plan (OPLAN);
- To deputise in the absence of the Head of Operations;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisers to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, out of which a minimum of 5 years at coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Understanding of peace stabilisation mechanisms and conflict prevention;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Possesses in-depth understanding of peace stabilisation mechanisms and conflict prevention, supported by relevant experience;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations ;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to remain flexible, adapt quickly, prioritise, and to work within limited time frames;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Deputy Head of Political, Analysis, Reporting and Communications Department	Employment Regime: Seconded	
Ref. Number: GEO PD 02	Location: Tbilisi	Availability: 01 April 2023
Component/Department/Unit: Analytical Reporting and Outreach Department / Head of PARC Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- In support of and in close coordination with the HoPARC, lead and manage the department, its sections, and staff, through an inclusive, forward-looking and strategic approach;
- Ensure and drive an effective coordination, delivery and development of PARC procedures and products;
- Supervise, guide and act as final quality assurance authority for PARC reports and briefings;
- Coach and guide new department staff, support sections and colleagues in their work, and contribute to a positive, collaborative work atmosphere;
- Liaise and coordinate with other stakeholders and colleagues inside and outside of the Mission, in particular with the EU Delegation and the EUSR's office;
- Define, oversee and maintain the PARC information requirements for the Mission Information Collection Plan;
- Provide political and strategic advice to the Head of Mission (HoM) and Deputy Head of Mission/Chief of Staff (DHoM/CoS);
- Advise and support the Head of PARC on matters relating to analytical reporting, political and outreach issues;
- Deputise the Head of PARC in her absence from the Mission or whenever tasked to do so by the HoPARC.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; The qualification should be in any of the domains of Political studies, Public Policy, Law, Diplomacy, Security studies or another related field; AND
- A minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at a management/coordination level, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Drafting, report writing and editing skills.
- Ability to mentor and motivate staff;
- Ability to work independently and to take initiatives;
- Ability to work under pressure and with a flexible approach;
- Ability to manage and coordinate a diversified team;
- Communication and presentation skills;
- Ability to plan, organise and prioritise her/his work, including adhering to deadlines.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and/or international organisations;
- Training or education in management/leadership skills;
- Experience in mentoring and motivating staff;
- Experience with gender mainstreaming;
- Analytical background combined with excellent political awareness and judgement.

7. Desirable Knowledge, Skills and Abilities:

- Diplomacy and tact, negotiation and decision-making skills;
- Ability to acquire useful information from a variety of sources;
- Knowledge of the European Union policies and institutions, particularly CFSP and CSDP;
- Knowledge of Russian and/or Georgian language(s).

Position: Police Liaison Officer to the Ministry of Internal Affairs and the State Security Service of Georgia	Employment Regime: Seconded	
Ref. number: GEO OL 03c	Location: Tbilisi	Availability: 21 Jun 2023
Component/Department/Unit: Operations Department/Tbilisi Component/Liaison Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Police Liaison Officer to the Ministry of Internal Affairs and the State Security Service of Georgia reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To establish and maintain working relations, to identify EUMM principal contacts and to meet regularly with relevant counterparts from the Ministry of Internal Affairs (MIA) and the State Security Service (SSSG) of Georgia;
- To act as first point of contact and to facilitate the flow of information between the Mission and with the Georgian MIA and SSSG;
- To advise EUMM staff in Field Offices (FOs) on law enforcement matters and to conduct trainings as required;
- To monitor and analyse relevant activities of all police and law enforcement units in the region related to the Mission's mandate;
- To collect, assess and to analyse the information and to prepare proposals for discussion with the Head of Mission (HoM), and/or Senior Management;
- To establish working relationships with other international law enforcement and security sector actors in the GEO theatre, particularly with EU agencies and Tbilisi-based embassies;
- To provide strategic, substantive and technical advice to the HoM and/or Senior Management on all policing, law enforcement and security sector matters related to the implementation of the Mission's Mandate;
- To draft reports, briefings, analysis, planning documentation and operational instructions;
- To manage Previously Announced Visits by the Mission to the Georgian MIA and SSSG facilities in accordance with the Technical Arrangements between the organisations and the Mission, and to address possible infringement;
- To coordinate the compliance of monitoring activities of the Mission in co-operation with the EUMM Field Offices, as well as other thematic monitoring areas related to law enforcement and the security sector;
- To coordinate police liaison activities of the EUMM Field Offices with the regional MIA and SSSG authorities.
- To advise EUMM staff in Field Offices (FOs) on police matters and to conduct trainings as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 law enforcement education or training or an award of an equivalent rank. The qualification should be in any of the fields of Police or Law Enforcement matters; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Professional experience in mid-ranking posts in Police or Law Enforcement, or equivalent experience in liaising with police, military or governmental structures;
- Previous field experience in international Organisations (EU, OSCE, UN etc.) or in a national Embassy, preferably at liaison functions or at attaché positions.

7. Desirable Knowledge, Skills and Abilities:

- Working knowledge of Russian and Georgian language.

Position Name: Cyber Security Officer	Employment Regime: Seconded	
Ref. Number: GEO AC 07	Location: Tbilisi	Availability: ASAP
Component/Department/Unit Mission Support Department/ CIS Section	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Cyber Security Officer reports to the Head of Communication and Information Systems.

2. Main Tasks and Responsibilities:

- To provide Communication and Information Systems first-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services.
- To install, administer and troubleshoot cloud, system, and network security solutions, updating software with latest security patches and ensuring the proper defences are present for each network and system resource.
- Perform vulnerability and penetration tests, identifying and defending against threats, and developing disaster recovery plans.
- To configure security systems, analyse security requirements and recommend improvements.
- Monitor network traffic for suspicious behaviour, IT security metrics, SIEM and security logs, systems and service performance and security posture, providing periodic status reports.
- Research, evaluate, recommend, and introduce new IT security tools, techniques, services, and technologies to improve and innovate the Mission's IT security solutions portfolio.
- Support development and participate in the Mission's Cybersecurity Incident Response Team and work closely with stakeholders involved with Cybersecurity issues;
- Conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners
- Identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to IT Security products, solutions, and services.
- Install, configure, and maintain the use of security tools (i.e. firewalls, data encryption, security certificates, IDS, IPS, SIEM) and services, to protect the Mission's data, electronic information, systems, and infrastructure.
- To prepare and provide training, advice and easy to follow user guidelines on using and maintaining IT and cyber security aspects.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of Responsibility;
- To contribute and ensure timely reporting on activities within the respective area of Responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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, out of which a minimum of 2 years of experience in IT Security/Cyber Security area, after having fulfilled the education requirements.

5. Essential Knowledge, Skills, and Abilities:

- Knowledge of industry best practices in network, application, hardware and OS platform security and global security standards;
- Problem solving skills and the ability to understand and analyse complex technical end-users' problems and requests, and successfully manage and solve them daily;
- Very good English Language skills.

6. Desirable Qualifications and Experience:

- Possess current/valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security;
- Experience with Microsoft Windows/Linux server, Microsoft Active Directory and Group Policies, Microsoft 365 Security platform (i.e. Defender ATP), network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions;
- Professional experience in managing IT security and hands-on experience with related technologies, i.e. Firewalls, SIEM, IDS/IPS, NAC, MFA, Endpoint Security, and security hardening of networks, systems, and services;
- A combination of professional and relevant expertise and/or certifications in Microsoft, Cisco, Palo Alto, VMware, EMC products and technologies;
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial;
- Background and familiarity with IT infrastructure methodologies, processes, and practices (i.e. ITSM/ ITIL);
- International experience, particular in crisis areas with multi-national and international organisations;
- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (i.e. SPLUNK, MISP, Snort, Nessus, or similar).

7. Desirable Knowledge, Skills, and Abilities:

- Good knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000) and have practical hands-on experience investigating and remediating active threats;
- Project management skills and practical experience with project management tools;
- Good knowledge of problem solving and analytical ability to analyse complex IT systems configuration;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Security Operation Room Officer	Employment Regime: Seconded	
Ref. number: GEO SE 13	Location: Tbilisi	Availability: 26 Jul 2023
Component/Department/Unit: Security and Duty of Care Department/Security Section/Security Operations Room	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Security Operation Room Officer reports to the Deputy Senior Mission Security Officer (DSMSO).

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 run the Missions Security Operation Room and ensure its effectiveness;
- To develop relevant Standard Operating Procedures;
- To ensure the effective monitoring of the location and movement of all Mission personnel deployed in the field;
- To ensure the collection, analysis distribution and archiving of all incoming security and operational reports; and of information from different sources including the media;
- To monitor the media and relevant open sources and distribute relevant information and to contribute in the situational awareness of the Mission;
- To prepare and disseminate situation summaries for the Mission in a timely manner;
- To review incoming messages and alerts, determine urgency and inform the relevant mission elements and responsible staff members;
- To ensure the proper registration of all activities and in particular in case of incident;
- To alert and inform key security personnel and senior management of important developments;
- To support the Deputy SMSO in his/her Daily tasks;
- To conduct the roles and responsibilities of a Mission Security Officer, as requested.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 experience⁴ in the civilian, military or police sectors in the protection of personnel, facilities and assets, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable knowledge, skills and abilities:

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

¹ Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets and in particular in the management of a Crisis or Operations Center/Room.

Position Name: Security Liaison Officer	Employment Regime: Seconded	
Ref. Number: GEO SE 07b	Location: Zugdidi	Availability: 18 Sep 2023
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 reports to the Deputy Senior Mission Security Officer (DSMSO).

2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
 - To ensure all security and communications equipment is operational and ready to use;
 - To conduct regular security drills, communication tests and evacuation exercises;
 - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
 - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
 - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
 - To travel to all Mission areas including high-risk areas as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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;
- Analytical skills.

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO ZO 11 GEO GO 08a, 07a GEO MO 11	Location: Zugdidi Gori Mtskheta	Availability: ASAP 05 Jul 2023, ASAP ASAP
Component/Department/Unit: Operations Department/ Field Office Zugdidi, Gori and Mtskheta/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 (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings reports;
- 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 identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested 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:

- Good drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding;
- Excellent English language skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO GO 13a	Location: Gori	Availability: ASAP
Component/Department/Unit: Operations Department/ Field Office Gori	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Operations Officer reports to the Operations Team Leader.

2. Main Tasks and Responsibilities:

- To plan, task and oversee the implementation of all Field Office (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 handle incidents and events in the Area of Responsibility as a member of the FO Security Management Team;
- 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 conduct quantitative and qualitative analysis of inputs originating from the Field Office's operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission, through the chain of command, to the Mission's operational headquarters;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- 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 identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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:

- Report compilation, drafting and editing skills as well as database management;
- Ability to acquire, analyse and manage information from a variety of sources;
- Organisational, prioritisation, planning, and time-management skills;
- Ability to drive vehicles with manual transmission on rough terrain;
- Basic understanding of topographic maps, colours, symbols and scales;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- *Civilian and/or female candidates are highly encouraged to apply.*
- Experience of working with civil society;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Communication & Information Systems (CIS) Officer	Employment Regime: Seconded	
Ref. Number: GEO GO 12** GEO MO 10b**	Location: Gori Mtskheta	Availability: ASAP ASAP
Component/Department/Unit: Operations Department/ Field Offices Gori 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, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals in the Field Office;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- 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 Operating System, printer and network connectivity, software functionality, radio network,
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios);
- To support the Field Office, if/when needed, by conducting monitoring activities and analysing and reporting on requested issues pertaining to the Field Office Area of Responsibility.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- 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;
- Drafting and writing skills.

6. Desirable Qualifications and Experience:

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

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

Position Name: Deputy Head of Field Office	Employment Regime: Seconded	
Ref. number: GEO MO 02a**	Location: Mtskheta	Availability: ASAP
Component/Department/Unit: Operations Department/ Field Office Gori	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:

- To support the Head of Field Office in leading, managing and coordinating the work and staff of the Field Office in accordance with the Mission Implementation Plan and relevant planning documents;
- To deputise in the absence of the Head of Field Office;
- To support the Field Office input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission operational requirements in the Field Office area of responsibility;
- To ensure Field Office staff are periodically updated and contribute to the Mission mandate implementation progress;
- To assess the consistency and sustainability of Mission operational activities in accordance with the Mission Operational Plan and provide recommendations for the improvement of Mission performance;
- To contribute to the Field Office input to the Mission internal and external reporting;
- To ensure close coordination with other Mission operational, horizontal advising and support functions;
- To coordinate the Mission Support related aspects of the Field Office, under the guidance of the Head of Mission Support;
- To contribute to the Field Office work with local authorities, and local EU/international actors in cooperation with the Mission Coordination and Cooperation Unit;
- To identify, confidence building measures, particularly in the Field Office area of responsibility in consultation with the Head of Operations;
- To ensure that Field Office staff perform their work in a secure and safe environment in coordination with the Security and Duty of Care;
- To ensure that Standard Operating Procedures are implemented within the Field Office;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- 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: Operations Team Leader	Employment Regime: Seconded	
Ref. Number: GEO MT 05	Location: Mtskheta	Availability: ASAP
Component/Department/Unit: Operations Department/ Field Office Mtskheta/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, manage and coordinate the Field Office (FO) Operations Team, including the FO Watchkeeping Capacity;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To conduct quantitative and qualitative analysis of the operational activities, in particular progress and/or lack of progress, including updating of the MIP;
- To elaborate timely and accurate, periodic ad-hoc reports, as well as written reports as requested;
- To oversee the planning, tasking and implementation of team's activities and the allocation of resources for the completion of the operational objectives;
- To co-ordinate training activities, as applicable;
- To facilitate the communication and brief the team regularly to keep them informed and updated on ongoing developments;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To maintain and update relevant Standard Operating Procedures;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. Mission Specific Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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

5. Essential Knowledge, Skills and Abilities:

- Ability to drive vehicles with manual transmission on rough terrain;
- Ability to acquire, analyse and manage information from a variety of sources;
- Basic understanding of topographic maps, colours, symbols and scales;
- Excellent English language skills.

6. Desirable Qualifications and Experience:

- Experience of working with civil society;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO MS 01	Location: Mtskheta	Availability: 02 Oct 2023
Component/Department/Unit: Operations Department/ Field Office Mtskheta/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).

2. Main Tasks and Responsibilities:

- To coordinate and monitor the activities of the Field Office (FO) Reporting and Information section and to give direction to other team members as instructed by the HoFO;
- To provide written reports as requested by the HoFO;
- 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;
- To maintain continuous and positive working relationship with the Political, Analysis, Reporting and Communications Department in the Mission Headquarters;
- To coordinate the process of receiving debriefings from all the Reporting and Information Officers of 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 coordinate the processing and analyses of the information gathered by patrols;
- To ensure that the FO information databases and statics are maintained regularly updated.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 / coordination 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;
- 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, 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: Field Office Analyst	Employment Regime: Seconded	
Ref. Number: GEO MA 01a	Location: Mtskheta	Availability:
Component/Department/Unit: Operations Department/ Field Office Mtskheta	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Field Office Analyst (FOA) reports to the Deputy Head of Field Office (DHoFO). The duties of the FOA are divided into matters and tasks specifically focused on the Area of Responsibility of the Field Office (~50%) and matters and tasks stemming from Mission Headquarters (~50%).

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, aiming to increasing the situational awareness for the benefit of the Mission as well as the Member States;
- To perform an advisory function on political, stabilisation, socioeconomic and other relevant issues to the (D)HoFO;
- 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 Senior Mission Analytical Capability (MAC) Analyst and other relevant Mission staff;
- To engage in the production of analytical products with other field-based analysts in coordination with the Senior MAC Analyst;
- To contribute to Mission reporting products, including Special Reports on relevant issues, in coordination with line management and the Senior MAC Analyst/Head of Political, Analysis, Reporting and Communication Department, as appropriate;
- 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.) in coordination with the Field Office Reporting and Information Section;
- To identify, monitor and report on emerging and ongoing hybrid threats in Georgia and against the Mission, in coordination with the Senior MAC Analyst;
- To support Field Office management and MHQ in developing existing monitoring and reporting practices to 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 mandate-relevant 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.

3. General Tasks and Responsibilities:

- To identify and report on trends, lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Good drafting and writing skills in the English language;
- 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 emerging challenges particularly hybrid threats, environmental threats, and organised crime, preferably gained through work at a governmental agency or equivalent;
- 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: Monitor	Employment Regime: Seconded	
Ref. Number: See page 1&2	Location: Zugdidi/Gori/Mtskheta	Availability:
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 mandate;
- To monitor, analyse and report on issues pertaining to the situation in the Field Office Area of Responsibility, in line with the various components of the Mission mandate;
- To contribute to the production of accurate and objective reports and to make recommendations for improvement, as necessary;
- To monitor and report on human rights and gender issues relevant for the Mission mandate;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To assist, advise and update the on critical or emergency incidents/events in areas covered by the Mission mandate that require immediate action/reaction by Line Management.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to drive vehicles with manual transmission on rough terrain;
- Ability to acquire, analyse and manage information from a variety of sources;
- Basic understanding of topographic maps, colours, symbols and scales;
- English Language skills.

6. Desirable Qualifications and Experience:

- Civilian and/or female candidates are highly encouraged to apply.
- Experience of working with civil society;

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language(s);
- Validated License for armoured vehicle or C or C1 Driving license.

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 03a **	Location: Tbilisi	Availability: ASAP
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 contracting and procurement processes for the Mission in line with established, professional and transparent procurement policies, rules and procedures;
- To assist and advise the Head of Procurement on legal issues related to the procurement cycle (from strategic planning to contract);
- To assist other units with contracting and procurement matters and procedures;
- To develop professional relationships and work partnerships with the European Commission and the European Union External Action Services involved in procurement processes;
- To develop professional relationships and work partnerships with procurement colleagues in other civilian CSDP Missions to exchange best practices.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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:

- Analytical skills and financial acumen;
- Ability to establish, plan and review priorities;
- Experience in using legally established professional and transparent procurement policies, rules and procedures;

6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration/law/procurement/supply chain or other related field;
- Experience in planning and implementing projects and programmes;

- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System.
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
- Excellent interpersonal and team work skills;
- Strong organisational skills with attention to detail;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Finance Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: GEO AF 02c**	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Finance Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Finance Officer reports to the Head of Finance.

2. Main Tasks and Responsibilities:

- To assist the Head of Finance in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Finance;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To follow up on the reconciliation of bank statements with payroll and accounts;
- To verify the legality and regularity of transactions prior to authorising financial transactions;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on time delivery;
- To implement audit recommendations and ensure the effectiveness of internal control;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To assist the Head of Finance in drafting the Mission budget;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.) under the supervision of the Head of Finance.
-

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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:

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel.
- Very good English Language skills

6. Desirable Qualifications and Experience:

- Degree or certificate in Economics/Business Administration/Finance/Banking/Accounting or other related field;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant or Chartered Accountant;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Communication & Information Systems (CIS) Officer - Database Administrator	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff – Management Level (MSML)
Ref. number: GEO AC 05c	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Mission Support/CIS	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States:

1. Reporting Line:

The Communication and Information Systems (CIS) Officer – Database Administrator reports to the Head of CIS.

2. Main Tasks and Responsibilities:

- To provide CIS first-level of support in the Headquarters, 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, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To deliver training to Mission members on new technologies and procedures;
- To configure, deploy and provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- 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, physical and virtual servers, network devices and connectivity, printers, projectors, VTC equipment, storage devices and software;
- To configure and administer the Mission on-premises and Cloud infrastructure (Azure Active Directory, Endpoint Management, Exchange Online, SharePoint Online, Teams, etc.)
- To install, configure, and administer MySQL, Microsoft SQL or other database systems ensuring that databases security, storage, archiving, back-up and recovery procedures are functioning correctly.
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To configure, deploy and manage the backup and recovery tools available in the Mission (i.e.: Backup Exec);
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation as appropriate;
- To assist and support SDCD with initial configuration and implementation of crypto devices and systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);

- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios).

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- 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;
- Drafting and writing skills.

6. Desirable Qualifications and Experience:

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

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

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

1. Reporting Line:

Field Security Instructor reports to the Deputy Senior Mission Security Officer (DSMSO).

2. Main Tasks and Responsibilities:

- To conduct Mission direct security training activities according to the relevant agreed internal and external training curricula;
- To assess the consistency and sustainability of Mission's security training activities over time, and to provide recommendations for the improvement;
- To identify and report on lessons identified/learned and best practices within the security training field of responsibility;
- To prepare, chair and/or take part in briefings related to security trainings with other Mission's units;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
 - To ensure all security and communications equipment is operational and ready to use;
 - To conduct regular security drills, communication tests and evacuation exercises;
 - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
 - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
 - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
 - To travel to all Mission areas including high-risk areas as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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;
- Analytical skills;
- Experience in planning and designing training materials, and providing security training;
- Ability to contribute to the development of security policies and procedures;
- Presentations skills (preparing and delivery presentation).

6. Desirable Qualifications and Experience:

- Certified trainer/instructor preferably in a police or military context;
- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

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: 01 Jun 2023
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 identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 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 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).