

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Mission in Armenia EUMA 1-2025 Call for Contributions Requirements and Job Descriptions					
Organisation:	EU Mission in Armenia				
Job Location:	As indicated below				
Employment Regime:	As indicated below				
Job Titles/ Vacancy Notice:	Ref.:	Name of the post:	Location:	Availability:	
	<u>Seconded (36)</u>				
	ARM 02	Chief of Staff	Yeghegnadzor	01.07.2025	
	ARM 10	Head of Human Resources	Yeghegnadzor	ASAP	
	ARM 13	Brussels Support Element (BSE) Policy and Liaison Officer	Brussels	ASAP	
	ARM 84	Head of Planning, Reporting and Evaluation	Yeghegnadzor	ASAP	
	ARM 37 ARM 38 ARM 39 ARM 91	Monitor (19 positions)	Yeghegnadzor	19.06.2025	
			Jermuk	17.04.2025	
			Goris	11.06.2025	
			Kapan	20.03.2025	
	ARM 41**			Yeghegnadzor	19.06.2025
	ARM 54**			Goris	
	ARM 60**			Kapan	06.05.2025
	ARM 61			Jermuk	06.06.2025
	ARM 68			Martuni	26.07.2025
	ARM 64***			Ijevan	01.04.2025
	ARM 65**			Ijevan	19.06.2025
	ARM 103			Jermuk	03.07.2025
	ARM 129**			Ijevan	19.06.2025
	ARM 133			Martuni	15.03.2025
	ARM 134**			Martuni	19.06.2025
	ARM 136**			Yeghegnadzor	19.06.2025
	ARM 138**			Yeghegnadzor	28.06.2025
	ARM 139			Yeghegnadzor	02.05.2025
	ARM 140			Yeghegnadzor	03.06.2025
	ARM 142			Jermuk	03.05.2025
	ARM 143**		Jermuk	19.06.2025	
	ARM 147**		Goris	19.06.2025	
	ARM 149		Kapan	ASAP	
	ARM 73	Executive Officer	Yeghegnadzor	25.05.2025	
	ARM 76	Human Rights Adviser	Yeghegnadzor	ASAP	
	ARM 113	Mission Security Officer	Goris	ASAP	

	ARM 115 ARM 119	Operations Analysis Officer	Yeghegnadzor	ASAP
	ARM 118	Liaison Officer	Yerevan	ASAP
	ARM 121	Operations Officer	Yeghegnadzor	06.08.2025
	ARM 156	Planning and Evaluation Officer	Yeghegnadzor	15.06.2025
	ARM 166	Environmental Adviser	Yeghegnadzor	ASAP
	Seconded/Contracted (5)			
	ARM 32	Senior Medical Adviser	Yeghegnadzor	ASAP
	ARM 86	Transport Officer	Yeghegnadzor	ASAP
	ARM 106*	Mission Information Security Officer (MISO)	Yeghegnadzor	ASAP
	ARM 155	Press and Public Information Officer	Yeghegnadzor	ASAP
	ARM 159	Cyber Security Officer	Yeghegnadzor	ASAP
Deadline for Applications:	Monday, 24th March 2025 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>Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</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 Sonam DEPRIS CPCC-EUM-ARMENIA@eeas.europa.eu +32 (2) 484 614 870</p>			

* Availability of the post is pending on confirmation of grading/deployment process

** Availability of the post is pending on confirmation of extension exercise process

*** Availability of the post is subject to the acceptance of selection

Medium Risk Non-Family Mission

EUMA bears a Low and Medium Risk Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility. Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose, in consultation with the EEAS Security Department, to the Civilian Operation Commander, to take measures to change the application of the Low and/or Medium Risk Non-Family status into High Risk Non-Family status.

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 and Contributing Third States (Contributing States) propose candidates for the following international expert positions for [Mission], according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected 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 – 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 – 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.

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:

Physical and mental health – 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 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.

Education and training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

Knowledge – 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).

Skills and abilities

Language skills – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

Communication and interpersonal skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

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

Digital skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

Driving skills – 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 – 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, as applicable.

Knowledge and experience of Security Sector Reform – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

Training and experience – Candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Knowledge of local language(s), depending on the job tasks and responsibilities.

Driving licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Contributing 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 on route to the Mission.

Education diploma(s)/certificate(s) and/or professional certificate(s) – 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 their duties.

Required Personnel Security Clearance (PSC) – 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 European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Certificate booklet of vaccination – 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 – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify 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, the fitness to work certificate 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.

HEAT Certificate - For positions in the Forward Operating Bases, completed 4-5 days HEAT training attested by certificate, is mandatory and recommended for other Operations and Security and Duty of Care positions. Selected seconded candidates are to undergo the training prior to being deployed to the mission.

Personal protection equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

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

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

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. Candidates seconded by Contributing Third States will apply using the dedicated application form returned in word format.

Selection process – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing 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.

Information on the outcome – Contributing 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 e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learnings>.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

Data protection – The EEAS, and its Directorate CPCC, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

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 Operation Plan (OPLAN).

V. JOB DESCRIPTIONS

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

SECONDED POSITIONS

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: ARM 02	Location: Yeghegnadzor	Availability: 01.07.2025
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.

2. Main Tasks and Responsibilities:

- To supervise the Office of the Chief of Staff and the following units: Planning, Reporting and Evaluation, Legal Advice and Human Resources;
- To deputise for the HoM in his/her absence;
- 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;
- 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;
- To ensure Mission Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To contribute to the 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.

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

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience, out of which a minimum of 5 years 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 Armenian language(s).

Position Name: Head of Human Resources	Employment Regime: Seconded	
Ref. Number: ARM 10	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/Human Resources	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line:

The Head of Human Resources reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Human Resources Unit;
- To implement all Council/Commission/Civilian Planning and Conduct Capability (CPCC) legislation and instructions, set up and implement relevant Mission internal strategies, policies and procedures accordingly;
- To ensure effective and transparent Human Resources planning and recruitment in accordance with the CPCC Instruction on Selection Procedures;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To coordinate and communicate with the CPCC, the EU Commission (FPI) and the Brussels Support Element Human Resources and Liaison Officer on all relevant Human Resources issues;
- To support and advise the Mission management at operational and strategic levels to implement the Mission mandate;
- To ensure an effective and efficient Human Resources administration process, utilise the centralized IT tools Goalkeeper Registrar and Civilian Missions Application (CiMA) (HR database) in accordance with CPCC procedures;
- To ensure Line Managers receive advice and support on Human Resources matters;
- To ensure effective training activities for Mission Members;
- To act as a key interlocutor with Mission Members and their representatives, National Contingent Leaders/National Points of Contact and senior management, on personnel issues;
- To plan and develop Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CPCC;
- To identify, manage and report the risks arising from processes, systems and projects;
- 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 and/or military education or training or an award of an equivalent rank;

AND

- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 2 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;
- People management skills and capacity to deal with different levels of stakeholders;
- Ability to adapt new and emerging technologies to address business operational needs;

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in Human Resources management, leadership or management and/or an international certification in Human Resources management;
- Knowledge and/or experience in strategic management and/or public administration;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Brussels Support Element (BSE) Policy and Liaison Officer	Employment Regime: Seconded	
Ref. Number: ARM 13	Location: Brussels	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/CPCC	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line

The Brussels Support Element (BSE) Policy and Liaison Officer reports to the Chief of Staff and functionally supports and works with the Conduct of Operations Division, Civilian Planning and Conduct (CPCC).

2. Main Tasks and Responsibilities:

- To liaise and maintain close coordination between the Mission and CPCC, the European Union External Action Service and EU Member States;
- To follow and coordinate political developments of interest to the Mission with EU institutions and interlocutors in close cooperation with the CPCC Desk;
- To provide analysis on the Mission mandate implementation;
- To inform and advise CPCC on relevant aspects of Mission operations;
- To contribute to reporting, drafting and planning of Mission documents;
- To support CPCC Operations desk and contribute to briefings, reports, meetings, read-outs, and notes etc.;
- To contribute to CPCC presentations to Brussels-based working groups and other actors;
- To support Mission visit's to Brussels, EU capital's and vice versa;
- To be embedded within Civilian Planning and Conduct Capability (CPCC);
- To visit the Mission area of operations regularly.

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 Degree;
AND
- After having fulfilled the education requirements a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Analytical and reporting skills;
- Networking 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 international actors in the field of crisis management;

Position Name: Head of Planning, Reporting and Evaluation	Employment Regime: Seconded	
Ref. number: ARM 84	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/ Planning, Reporting and	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Head of Planning, Reporting and Evaluation reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit, to produce the Mission operational planning, reporting and analysis requirements, including, the monthly, six-monthly and special reports;
- To compile, ensure consistency and update the Mission Implementation Plan in coordination with the Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the Mission operational and cooperation/coordination functions;
- To supervise and support the analysis and drafting of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow within the Mission to the Civilian Planning and Conduct Capability, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- 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 and/or military education or training or an award of an equivalent rank;
AND

- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience out of which a minimum 2 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;
- Report compilation, drafting and analytical skills;

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in the area of knowledge management, organisational learning or policy development;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Monitoring Team Leader	Employment Regime: Seconded	
Ref. Number: ARM 37 ARM 38 ARM 39 ARM 91	Location: Yeghegnadzor Jermuk Goris Kapan	Availability: 19.06.2025 17.04.2025 11.06.2025 20.03.2025
Component/Department/Unit: Operations Department	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Monitoring Team Leader reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead the Monitoring Team to which they are assigned;
- To communicate and monitor achievement of operational objectives by the Monitoring Team, and to act as first Line Manager for Monitors in his/her team;
- To ensure the timely flow of information;
- To analyse patrol findings alongside previously recorded information to monitor trends, developments, information gaps and to plan further patrol tasking;
- To guide and to oversee the tasks of team members including Patrol Leaders;
- To act as focal-point for receiving, developing and disseminating the Team's information;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To identify best practice and lessons learned within the field of responsibility;
- To ensure that patrols are planned and carried out in accordance with guidelines, directions and Mission Standard Operating Procedures;
- To further develop expertise in relevant thematic areas within the team, and to actively maintain up-to-date knowledge;
- To supervise and advise team members on all aspects of their duties (duty rosters, leave, deployment, etc.);
- To plan and adjust the Team's roster based on the operational needs and in accordance to the Mission guidelines and SOPs;
- To build and maintain efficient and effective team cooperation.

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 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**

- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 3 years at coordination/management level.

5. Essential knowledge, skills and abilities:

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

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Experience in crisis management, security actor, humanitarian or development field work, or in another relevant international work environment;
- Experience of working with civil society;
- Experience in establishing trust and building relationships with vulnerable women and men, Internally Displaced Persons (IDP's) and refugees;
- Experience in preparing action plans;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid, etc.;
- Valid license for armoured vehicles or C or C1 Driving license.

7. Desirable knowledge, skills and abilities:

- Basic understanding of topographic maps, colours, symbols, scales and handheld GPS;
- Ability to conduct analysis based on information, knowledge management and databases;
- Knowledge of Russian and/or Armenian language(s).

Position Name: Monitor (19 positions)	Employment Regime: Seconded	
Ref. Number:	Location:	Availability:
ARM 41**	Yeghegnadzor	19.06.2025
ARM 54***	Goris	03.04.2025
ARM 60**	Kapan	06.05.2025
ARM 61	Jermuk	06.06.2025
ARM 68	Martuni	26.07.2025
ARM 64***	Ijevan	01.04.2025
ARM 65**	Ijevan	19.06.2025
ARM 103	Jermuk	03.07.2025
ARM 129**	Ijevan	19.06.2025
ARM 133	Martuni	15.03.2025
ARM 134**	Martuni	19.06.2025
ARM 136**	Yeghegnadzor	19.06.2025
ARM 138	Yeghegnadzor	28.06.2025
ARM 139	Yeghegnadzor	02.05.2025
ARM 140	Yeghegnadzor	03.06.2025
ARM 142	Jermuk	03.05.2025
ARM 143**	Jermuk	19.06.2025
ARM 147**	Goris	19.06.2025
ARM 149	Kapan	ASAP
Component/Department/Unit: Operations	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line:

The Monitor reports to the Monitoring Team Leader.

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 Forward Base Area of Operations Field Office, 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, advice and update the Line Manager on critical or emergency incidents/events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To lead patrols or other activities as assigned by the Monitoring Team Leader.

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

- After having fulfilled the education requirements, a minimum 3 years of relevant professional experience.

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;
- Basic understanding of documentation with camera;
- Basic understanding of radio communication English;

6. Desirable Qualifications and Experience:

- Experience of working with civil society;
- International experience, particularly in crisis areas with multinational and international organisations;
- Valid license for armoured vehicle or C or C1 Driving license.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Executive Officer	Employment Regime: Seconded	
Ref. Number: ARM 73	Location: Yeghegnadzor	Availability: 25.05.2025
Component/Department/Unit: Head of Mission	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer reports to Chief of Staff.

2. Main Tasks and Responsibilities:

- To support the management of the Head of Mission/Deputy Head of Mission/Chief of Staff office;
- To maintain a registry of all official contacts with the Mission;
- To coordinate advice and information provided for the Head of Mission/Deputy Head of Mission/Chief of Staff office by Mission offices and Mission members as required;
- To ensure close cooperation with the Head of Mission/Deputy Head of Mission/Chief of Staff office and/or other Mission members, drafting plans, directives, Standard Operating Procedures, orders and instructions to be approved and/or issued by Head of Mission;
- To coordinate and liaise with relevant Mission components as required;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information.

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**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Administrative skills (office management, event planning, project management);

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- EU protocol.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Human Rights Adviser	Employment Regime: Seconded	
Ref. Number: ARM 76	Location: Yerevan/Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Chief of Staff	Security Clearance Level: Not required	Open to Contributing Third States: Yes

1. Reporting Line

The Human Rights Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To ensure all human rights aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise the Head of Mission on human rights due diligence framework;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Mission Gender Adviser, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures;
- To provide training to Mission members on human rights mainstreaming and human rights due diligence;
- To coordinate with other EU actors in the host state to ensure an integrated approach.

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 Degree; **OR** equivalent and attested police and/or and military education or training or an award of an equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of human rights mainstreaming issues and tools;
- Drafting, analytical and reporting skills;
- Knowledge of investigative and conciliation techniques in human rights;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations;
- English language skills: minimum B2 (Independent User).

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 Armenian language(s).

Position Name: Mission Security Officer	Employment Regime: Seconded	
Ref. Number: ARM 113	Location: Goris	Availability: ASAP
Component/Department/Unit: Head of Mission Office/ Security and Duty of Care	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- 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 and/or military education or training or an award of an equivalent rank;

AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Planning and time-management skills;
- Analytical skills;
- English language skills: minimum B2 (Independent User).

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

Position Name: Operations Analysis Officer (2 positions)	Employment Regime: Seconded	
Ref. Number: ARM 115 ARM 119	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Operation Department / OPS unit	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line

The Operations Analysis Officer reports to Operations Team Leader (Ops TL).

2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Operations Analysis Office concept;
- To identify and analyse the specific security and/or military dynamics and actors linked to the situation of the Area of Operations;
- To conduct analysis related to safety, security or military threats, analyse possible courses of action; define indicators for potential actions;
- To provide input and draft Mission reports, including special reports;
- To disseminate Operational Analysis products internally within the Mission as directed by the Ops Team Leader and approved by the Head of Operations (HoOPS);
- To contribute to Operational Risk Assessments conducted by the Operations Department, in liaison with the Ops Team Leader;
- To contribute to developing and maintaining operational information working methodology and relevant Standard Operating Procedures;
- To identify, monitor and report on emerging and on-going activities by security actors in the area of operation, and to further develop the Missions 'early warning' capacity on possible threats, in coordination with relevant actors in the Mission;

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 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**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

-
- Analytical skills and knowledge of information collection;
- Writing and reporting skills;

6. Desirable Qualifications and Experience:

- Master's degree in any of the fields of Defence and Security, Arms control, or other related fields;
- Experience in use of analytical IT packages and processes;
- Experience in analysing technical and security related aspects of operations;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of military operations at the level of combined arms operations and joint operations; knowledge of preparation procedures and dispositions of joint or combined arms operations;

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Liaison Officer	Employment Regime: Seconded	
Ref. Number: ARM 118	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/ Press and Public Information	Security Clearance Level: EU Classified	Open to Contributing Third States: No

1. Reporting Line

The Liaison Officer reports directly to Chief of Staff on the coordination and cooperation activities of the Mission and is administratively line managed by Head of Press and Public Information Office/Spokesman.

2. Main Tasks and Responsibilities:

- To contribute to the coherent planning and implementation of the coordination and cooperation activities of the Mission;
- To contribute to mapping and assessment of ongoing bilateral and multilateral cooperation activities;
- To ensure, in cooperation with the Political Adviser and relevant structures, that Mission activities are closely coordinated with all EU and international actors to achieve mutual awareness, a comprehensive approach and avoid duplication;
- To facilitate, in close coordination with the Political Adviser and relevant structures, the interaction between the Mission and bilateral and multilateral actors, as well as national civil society;
- To support the Mission contribution to the EU regional approach;
- To develop guidelines to ensure coherence and coordination of Mission contacts with international and civil society actors;
- To contribute to the development and periodic review of relevant Mission Standard Operational Procedures;
- To contribute to the training of Mission members as required;
- To contribute to the implementation of the Mission Strategic Communications Plan in coordination with the Press and Public Information Team;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To write and design public information material and factsheets;
- To coordinate with the local medias and press offices
- To highlight the work of the Mission with local media and help counter disinformation efforts.
- To coordinate with the press offices of other EU actors in the host state.

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

- After having fulfilled the education requirements, a minimum of 4 years or relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Analytical and problem solving/negotiation skills;
- Project management skills:

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Qualification in communication, press and information
- Knowledge of EU protocol

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. Number: ARM 121	Location: Yeghegnadzor	Availability: 06.08.2025
Component/Department/Unit: Operations	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Operations Officer reports to the Operations Team Leader (OPS TL).

2. Main Tasks and Responsibilities:

- To plan, task and oversee the implementation of all patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow between the OPS Office and the Forward Operating Bases (FOB) by briefing staff and compiling reports so that all FOBs personnel are kept informed and updated on events;
- To handle incidents and events in the Area of Responsibility as a member of the Security Management Team;
- To suggest amendments to Mission Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities;
- To conduct quantitative and qualitative analysis of inputs originating from the 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 observe the movements of the patrols throughout the Mission Area of Operations (AoO) by following up with the patrol plans and recording the locations reported from the ground;
- To receive, log and follow the real time reports of the patrols and to report the developments on the ground to the OPS TL.

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

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

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;
- Report compilation, drafting and editing skills as well as database management;
- Organisational, prioritisation, planning, and time-management skills;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: ARM 156 ****	Location: Yeghegnadzor	Availability: 15.06.2025
Component/Department/Unit: Chief of Staff	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Planning and Evaluation Officer reports to the Head of Planning, Reporting and Evaluation and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and developing new projects in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities.

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:

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection.

6. Desirable Qualifications and Experience:

- Experience in leading and communicating change management initiatives;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Environmental Adviser	Employment Regime: Seconded	
Ref. number: ARM 166	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: Not Required	Open to Contributing Third States: Yes

1. Reporting Line:

The Environmental Adviser reports to the Head of Mission is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for environmental and climate issues;
- To provide advice to the Head of Mission and Mission management on the implementation of the EU policy on environment and climate within the Mission mandate;
- To assist in the operationalisation and integration of climate and environment perspectives and mainstreaming issues within the Mission;
- To provide ad hoc advice on technical and managerial solutions to improve the Mission environmental performance;
- To raise awareness and provide training on environmental and climate issues;
- To support the development of environmental and climate analysis related to the implementation of the Mission mandate including policy development, duty of care aspects, security analysis, Mission footprint and environmental health issues etc.;
- To establish mechanisms for monitoring, implementing and evaluating EU and international instruments for environment and climate including deliverables on the “EU Green Deal” and the “EU Climate Law”;
- To carry out analysis on the nexus of security, climate and environmental situation in the host state and potential implications on the Mission mandate;
- To advise on the development and content of strategic communications with regard to climate and environmental dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures aiming at integrating climate and environmental perspective;
- To liaise with the local and international entities involved in the promotion of environmental sustainability;
- To ensure Mission management and Mission members are up to date on sustainability, environmental considerations and climate smart approaches;
- To establish long-term working relationships with environmental organisations in line with the Sustainable Development Goals’ agenda.

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 environmental health, environmental science, natural resources management, sustainability approaches or other related field;

AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Ability to conduct environmental assessments and analyses;
- Ability to provide advice based on sustainable environmental approaches and climate smart solutions;
- Training skills;
- Knowledge of the Sustainable Development Goals and the Paris Agreement content and their applications;

6. Desirable Qualifications and Experience:

- Knowledge of climate footprint analysis, green engineering, environmental management systems, environmental assessments etc.;
- Technical knowledge on environmental and climate mitigation/adaptation;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

SECONDED/CONTRACTED POSITIONS

Position Name: Senior Medical Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Expert level
Ref. Number: ARM 32	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Head of Mission Office/ Security and Duty of Care / Medical Unit	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of Security and Duty of Care Department / Medical Unit;
- To work from any of the Mission operating bases;
- To assist and advise the Head of Mission and the Senior Mission Security Officer on all medical/welfare matters;
- To act as a focal point for the Mission Critical Incident Staff Assistance and psychosocial/ welfare matters;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical input for all Mission members especially regarding operational planning; decision making processes and resulting orders and documents;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- To liaise with international and national civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if Mission members are in need of (advanced) medical treatment due to illness or an emergency, in close cooperation with the medical practitioner in attendance;
- To co-ordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member as per applicable Contingency Plans and SOPs, in close cooperation with all involved health care providers and the Missions insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To coordinate and perform Medical Briefings and First Aid Trainings, besides other medical training as required for all Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To gather all information related to medical support for the Mission members as per EU standards, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation;

- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date;
- To be a permanent member of the security management team;
- To ensure that contracted Emergency Medical Service provider complies with the agreed Terms of Reference and fulfils the contractual obligations according to the assigned performance standards, including the Code of Conduct;
- To collaborate with and report to Civilian Planning and Conduct Capability (CPCC) - Security and Duty of Care Division (CPCC.5) - Medical Team on all medical related matters and ensure the implementation of their medical recommendations.

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:

- Completion of a full course of university studies attested by a degree in Medicine (Medical Doctor) from a recognised Medical School;
- To have a current license to practice medicine in Europe from a recognised Medical School;
- The qualification should be in Medicine;

AND

- After fulfilling the educational requirements, a minimum of 6 years relevant clinical experience, e.g. A&E (Acute and Emergency) **OR** Pre-hospital or Anaesthesia/Intensive Care or Primary Care, out of which 2 years at management level or in the field of medical planning and administrative procedures;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

5. Essential Knowledge, Skills and Abilities:

- Experience in drafting Standing Operational Procedures, medical planning documents, decisions notes or similar;
- Extensive knowledge of emergency medicine;
- Highly resilient and willing to work extra hours when required;

6. Desirable Qualifications and Experience:

- Flight Medical and/or MEDEVAC experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS);
- Experience in delivering medical training in emergency medicine, trauma and health care.

7. Desirable Knowledge, Skills and Abilities:

- Valid C or C1 driving license;
- Knowledge of Russian and/or Armenian language(s).

Position Name: Transport Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: ARM 86	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Mission Support/Logistics	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line:

The Transport Officer reports to the Head of Transport.

2. Main Tasks and Responsibilities:

- To ensure the Mission vehicles are used in accordance with the rules and regulations, and that vehicle usage data for each vehicle is correctly recorded/documentated e.g. maintenance, service/repair and usage history;
- To plan work orders, preventive maintenance, vehicle technical inspection reports and determine the maintenance/repair required to ensure the roadworthiness of the Mission fleet;
- To supervise the provision of workshop services, to monitor maintenance and repairs outsourced to external workshops, and to inspect the quality and spare parts following vehicle service performance;
- To maintain a cost control database for analysis of fuel consumption, maintenance, repairs, scheduled services of vehicles and associated costs, and tracking of reimbursement of repairs following accidents;
- To ensure effective management of the transport capability (including liaising with car rental agencies), monitoring the fleet (fuel accountability, damage to the vehicles, road accidents and insurance cover) through Fleet Management Solution;
- To identify/monitor spare parts requirements, workshop equipment and tools to facilitate efficient maintenance and performing quality assurance;
- To ensure inventory control and physical annual checks of vehicles and related equipment;
- To propose withdrawal of vehicles from service if considered not roadworthy;
- To conduct accident damage assessments, process vehicle accident reports, participate in Boards of Inquiry and raise Damage Discrepancy Reports;
- To prepare reports and make recommendations on various transport matters;
- To develop and conduct Mission driving orientation briefings to ensure all Mission members are familiar with road/traffic conditions and traffic rules/regulations;
- To maintain a file of all driver related documents and records;
- To coordinate and implement a Mission air and land movement plan;
- To ensure necessary storage, distribution and allocation of motor vehicles and associated equipment;
- To provide advice, support and train Mission members on transport related matters and guidelines.
- To plan and provide driving training to mission staff including an assessment of driving skills with a focus on defensive driving, off-road driving, driving on snow and ice and in adverse weather conditions in both soft skin and civilian armoured vehicles. The training is to be provided in both on and off the road mode and on a skid.
- To train mission members to be driving trainers and to enable them to provide the above described driving training to others.

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 Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or other related field) **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of using electronic Fleet Management and fleet tracking software;
- In depth knowledge of Microsoft Excel or equivalent;

6. Desirable Qualifications and Experience:

- Knowledge of current technologies used for Logistics, Supply Chain Management, Asset Management, Inventories like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas, with multinational and international organisations;
- Valid license for armoured vehicles or C or C1 Driving license.
- Proven work experience in planning, coordinating and providing driving training as described above;
- Relevant certificates in defensive driving training, off road training, cross country driving instructor training issued by recognised providers such as armoured vehicle manufacturers or dealers or driving schools.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Mission Information Security Officer (MISO)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff- Management Level (MSML)
Ref. Number: ARM 106*	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Head of Mission Office/ Security and Duty of Care	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To liaise with the military counterpart branch of Missions' information communications, if applicable;
- To travel to all Mission areas including high risk areas as required;
- In collaboration with the Communications and Information Systems (CIS) Officer, the MISO operates in the following areas of activity:
Awareness Campaigns

- To develop and implement awareness campaigns and workshops related to information security systems (desk routine and passwords etc.), cyber security threats (phishing and hacking), personal operational security (use of social network and mobile phones) and classified information handling;

Classified Information Handling

- To develop Standard Operating Procedures (SOP) related to EU Policy and/or Council Security Regulations for EU staff;
- To audit permanently classified information systems;
- To track and maintain the Personal Security Clearance for EU Staff;
- To report security violations and compromised information matters;
- To develop and maintain any physical or technical structure for the protection of classified information.

Crypto Custodian

- To assume responsibilities as the Crypto Custodian for the Mission;
- To ensure registration, protection and transfer of accountable security items;
- To report to the EU Crypto Custodian (DGA5-SSICS) in case of security violation or security compromise;
- To develop and maintain a local framework for the use of crypto material, including audit and traceability;
- To liaise and maintain contact with EEAS for any topic in relation to crypto matters.

Information Security System (ISS)

- To develop the general framework for information security in cooperation with CIS including, organisational requirements, investigation capacities and incident reports;
- To participate in any study for implementation of new IT material, new interface (e.g. website);
- To insure the monitoring of IT security systems including firewall etc.;
- To be responsible for investigative matters in relation to security violations;
- To participate in general ISS framework development and maintenance.

Cyber Security

- To participate in the general cyber-security framework development and deployment specifically related to threat intelligence and threat assessment;
- To develop an incident reporting line;
- To participate in investigations;
- To contribute to a good e-reputation.

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 and/or military education or training or an award of an equivalent rank;
AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of key information security principles and best practices;
- Knowledge of security management systems and programs;
- Ability to develop awareness campaigns;
- Ability to advise on security and counter intelligence;

6. Desirable Qualifications and Experience:

- Experience in developing information security programs;
- Certification such as Certified Information Systems Security Professional (CISSP), forensic or malware analysis certification;
- Experience with impact studies and implementing risk assessment recommendations;
- Experience coordinating security-engineering projects and implementing systems;
- International experience, particularly in crisis areas with multinational and international organisations;
- Valid license for armoured vehicles or C or C1 Driving license.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU information security standards and formal accreditation processes;
- Knowledge of information technology and security issues;
- Ability to develop and audit security systems using traceability framework;
- Knowledge of Russian and/or Armenian language(s).

Position Name: Press and Public Information Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff- Management Level (MSML)
Ref. Number: ARM 155	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/ Press and Public Information	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line

The Press and Public Information Officer reports to the Head of Press and Public Information Office/Spokesperson.

2. Main Tasks and Responsibilities:

- To act as Mission spokesperson and communicate the work of the Mission to the public as required;
- To contribute to the implementation of the Mission Strategic Communications Plan;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To organise contract/tender/designs for Mission visibility items on request of the Head of Press and Public Information;
- To be the focal point for press and public information work;
- To coordinate with the press offices of other EU actors in the host state.

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. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or other related field;
AND;
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills;

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Local press and media environment awareness;
- Knowledge of Russian and/or Armenian language(s).

Position Name: Cyber Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: ARM 159n	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Mission Support/CIS	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To support the Head of Communication and Information Systems (CIS) in the implementation of Mission's cyber security controls;
- 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;
- To 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;
- To monitor network traffic for suspicious behaviour, IT security metrics, SIEM and security logs, systems and service performance and security posture, providing periodic status reports;
- To research, evaluate, recommend, and introduce new IT security tools, techniques, services, and technologies to improve and innovate the Mission's IT security solutions portfolio;
- To support development and participate in the Mission's Cybersecurity Incident Response Team and work closely with stakeholders involved with Cybersecurity issues;
- To 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;
- To 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;
- To 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 in Computer Science, Information Systems or equivalent education **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework in Computer Science, Information Systems or equivalent education **OR** a qualification of the second 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**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

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;
- Ability to develop awareness campaigns;
- Ability to advise on security and counter intelligence;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU information security standards and formal accreditation processes;
- 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;
- Knowledge of problem solving and analytical ability to analyse complex IT systems configuration;
- Knowledge of information technology and security issues;
- Ability to develop and audit security systems using traceability framework;
- Knowledge of Russian and/or Armenian language(s).

