

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p align="center">European Union Mission in Georgia (EUMM Georgia) 1-2025 Call for Contributions Requirements and Job Descriptions</p>				
Organisation:	European Union Monitoring Mission in Georgia			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (37)</u>			
	GEO AD 01b***	Head of Mission Support Department	Tbilisi	09 Jul 2025
	GEO AT 01d***	Head of Transport	Tbilisi	ASAP
	GEO CP 01	Project Manager, EU Confidence Building Facility	Tbilisi	01 Jul 2025
	GEO HT 01	Training Officer	Tbilisi	22 Sep 2025
	GEO PD 01	Head of Political, Analysis, Reporting and Communications (PARC) Department	Tbilisi	ASAP
	GEO PR 01	Senior Reporting Officer	Tbilisi	17 Jun 2025
	GEO PR 03	Reporting Officer	Tbilisi	01 Oct 2025
	GEO PA 03	Political Adviser	Tbilisi	ASAP
	GEO OP 07	Human Security Coordinator	Tbilisi	ASAP
	GEO SE 07c	Field Office Security Officer	Zugdidi	25 Aug 2025
	GEO ZO 03a	Operations Officer	Zugdidi	ASAP
	GEO ZO 08a	Reporting and Information Officer	Zugdidi	14 Jul 2025
	GEO ZO 11	Reporting and Information Officer	Zugdidi	ASAP
	GEO ZM 20a	Monitor with Additional Maritime Expertise	Zugdidi	11 Aug 2025
	GEO ZM 35a	Monitor with Additional Maritime Expertise	Zugdidi	01 Jul 2025
	GEO GO 02a****	Deputy Head of Field Office	Gori	12 Sep 2025
	GEO GO 07a	Reporting and Information Officer	Gori	10 Jul 2025
	GEO GO 08a	Reporting and Information Officer	Gori	ASAP
	GEO GO 16	Reporting and Information Officer	Gori	07 Apr 2025
	GEO MO 11	Reporting and Information Officer	Mtskheta	22 May 2025
	GEO ZM 01	Monitor	Zugdidi	04 Aug 2025
	GEO ZM 12		Zugdidi	ASAP
	GEO ZM 19		Zugdidi	31 Jul 2025
	GEO ZM 38*		Zugdidi	02 Jun 2025
	GEO GM 03		Gori	17 Sep 2025
GEO GM 14	Gori		17 Jul 2025	
GEO GM 28	Gori		17 Jul 2025	
GEO GM 34	Gori		30 Jul 2025	
GEO GM 39	Gori		23 Jun 2025	

Job titles/ vacancy notice:	GEO GM 40		Gori	03 Jul 2025	
	GEO GM 55		Gori	ASAP	
	GEO GM 57		Gori	ASAP	
	GEO GM 58		Gori	18 Aug 2025	
	GEO GM 63		Gori	01 May 2025	
	GEO MM 04*		Mtskheta	17 Sep 2025	
	GEO MM 18		Mtskheta	ASAP	
	GEO MM 28		Mtskheta	ASAP	
	Seconded/Contracted (7)				
	GEO AD 04b***	Deputy Head of Mission Support Department - CRC post	Tbilisi	ASAP	
	GEO SE 11c**	Deputy Senior Mission Security Officer	Tbilisi	14 May 2025	
	GEO AP 02a	Procurement Officer	Tbilisi	ASAP	
	GEO AP 03a	Procurement Officer	Tbilisi	ASAP	
GEO AC 02b*	CIS Officer	Tbilisi	ASAP		
GEO AC 05c**	CIS Officer - Database Administrator	Tbilisi	ASAP		
GEO SM 01**	Medical Adviser	Tbilisi	05 May 2025		
Deadline for applications:	Tuesday, 11 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 Susanne EVERT cpcc.eummgeorgia@eeas.europa.eu +32 (0)2 584 29 63</p>				

*Availability of post is subject to the acceptance of deployment / extension request.

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

***Availability of post is subject to the Deployment Plan approval.

****Possible extension of the secondment beyond the current mandate of the Mission is currently to be considered tentative.

Low and/or Medium Risk Non-Family Mission

The European Union Monitoring Mission in Georgia (EUMM Georgia) 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 EUMM Georgia, 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) or Certificate of Good Conduct – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent national Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called ***Certificate of good conduct***).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the ***Certificate of good conduct***, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate

has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

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.

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.

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: Head of Mission Support Department	Employment Regime: Seconded	
Ref. number: GEO AD 01b***	Location: Tbilisi	Availability: 09 Jul 2025
Component/Department/Unit: Head of Mission / Mission Support Department	Security Clearance Level: n/a	Open to Contributing Third States: No

1. Reporting Line:

The Head of Mission Support Department (HoMSD) reports to the Chief of Staff. The Head of Mission Support reports directly to the Head of Mission on all financial aspects and budget implementation.

2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission on all administrative and general support issues;
- To lead, manage and coordinate the Mission Support Function in all areas of activity;
- To ensure all Mission Support functions and operational sections work in a coordinated and cohesive manner to support the Mission mandate, Implementation Plan and tasks as directed by Head of Mission;
- To be responsible for the implementation of the budget in accordance with the financial regulations related to the EU General Budget and rules and the Mission internal guidelines;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions, including data management and the provision of supporting documentation related to expenditure;
- To monitor financial and administrative operations of the Mission and prepare reports, figures, statistics, inventories and analysis of current and future requirements;
- To coordinate strategic Mission Support matters with internal and external relevant EU counterparts;
- To coordinate the Mission Management Information System function;
- To follow internal and external developments related to the Mission goals and brief the Head of Mission on administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts related to acquisition and maintenance/service contracts and insurance issues;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To propose operational and management decisions that have the objective to increase the efficiency of the Mission;
- To limit financial risk by evaluating the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To support and lead streamlining processes of Mission Support procedures in line with Common Security Defence Policy including implementation of common systems.
- To liaise with Civilian Planning and Conduct Capability and Foreign Policy Instrument;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To ensure the integration of environmental and climate considerations into all areas of activity of the Mission Support functions, and to promote sustainable practices aligned with EU policy on environment and climate;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;

- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience 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;
- Knowledge of human rights, gender equality, and Women, Peace and Security commitments, and EU policy on environment and climate;
- Ability to establish, plan, and review priorities;
- Ability to work in a demanding, deadline driven environment.

6. Desirable Qualifications and Experience:

- Knowledge of EU financial management and EU procurement rules;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Experience in planning complex projects, monitoring, evaluation and reporting;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Transport	Employment Regime: Seconded	
Ref. Number: GEO AT 01d***	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Mission Support Department/Transport Section	Security Clearance Level: n/a	Open to Contributing Third States: No

1. Reporting Line:

The Head of Transport reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Transport Section;
- To be responsible for managing the Mission transportation and advise senior management on fleet and transport related matters;
- To manage the budget of the section;
- To maintain and further develop a fleet management system incorporating vehicle usage, mileage, fuel consumption, maintenance, damages/repair of vehicles, road accidents and insurance cover;
- To establish a management system for the coordination/supervision of storage, allocation, distribution, consumption and future needs;
- To provide advice, support and training on transport related matters to Mission members;
- To ensure the necessary storage, distribution and allocation of vehicles and associated equipment to Mission members;
- To be responsible for the efficient execution of contracts related to acquisition, maintenance/services, repair and vehicle insurance;
- To identify supplies/services for future vehicles and define requirements and costs;
- To participate in the procurement process for vehicle supplies and services;
- To be responsible for the maintenance and implementation of contracts for taxi services, ground transportation and freight forwarding;
- To ensure effective management of transport databases, inventories and lists of equipment;
- To develop and implement measures aimed at reducing the environmental impact of the Mission fleet operation;
- Identify and promote opportunities for sustainable practices within the unit, including optimizing resource use, reducing waste, mitigating emissions and enhancing the sustainability of fleet and transport management;
- To develop internal guidelines and Standard Operating Procedures in the area of responsibility;
- 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 gender equality, human rights aspects and environmental sustainability 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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree (the qualification should be in the field of Mechanical Engineering, Transportation, Logistics or other related field), OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the educational requirements, 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;
- Awareness of product and services markets and industrial business networks;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- Experience in the implementation of EU procurement processes and regulations;
- Knowledge of current technologies used for fleet management, logistics, supply chain management, asset management, inventories like an enterprise resource planning (ERP) System;
- Knowledge of Sustainable fleet management practices;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Project Manager, EU Confidence Building Facility	Employment Regime: Seconded	
Ref. Number: GEO CP 01	Location: Tbilisi	Availability: 01 Jul 2025
Component/Department/Unit: Chief of Staff/Project Management Cell	Security Clearance Level: n/a	Open to Contributing Third States: No

1. Reporting Line

The Project Manager, EU Confidence Building Facility reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To ensure project proposals are in line with Mission programmes and coordinated internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability.

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, human rights aspects and environmental sustainability 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:

- Teamwork skills;
- Time management skills;
- Problem solving skills;
- Project management skills;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU Financial Regulations;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Training Officer	Employment Regime: Seconded	
Ref. Number: GEO HT 01	Location: Tbilisi	Availability: 22 Sep 2025
Component/Department/Unit: Chief of Staff Office/Human Resources	Security Clearance Level: n/a	Open to Contributing Third States: No

1. Reporting Line:

The Training Officer reports to the Head of Human Resources.

2. Main Tasks and Responsibilities:

- To develop the Mission in-house training strategies and policies including cooperation with European Security and Defence College and Member States' training centres etc.;
- To benchmark and assess staff training needs against the Mission Implementation Plan in the fulfilment of Mission objectives;
- To develop, coordinate and conduct interactive training workshops and capacity building activities, including programme planning, design, implementation, management, monitoring and evaluation;
- To manage and implement the e-Learning platform;
- To design and update manuals, training materials and modules both didactically and by e-Learning;
- To develop, maintain and update the mission's Standard Operational Procedure (SOP) on training;
- To coordinate/organise training activities provided by external training providers;
- To monitor the training plans implementation;
- To provide periodic training reports;
- To monitor the training budget and provide a periodic financial overview;
- To contribute to internal reporting against benchmarking and assess the consistency and sustainability of training activities;
- To work closely with the Human Resources Office on all related human resources matters.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities:

- Experience in design and delivering of trainings to diverse audiences;
- Presentation skills and experience with drafting training materials;
- Excellent English language skills.

6. Desirable Qualifications and Experience:

- Professional Training Qualification/Certification from recognised Institute/Academy;
- Experience with Management/Leadership training design, methods and delivery;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
AND
- A minimum of 6 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Strong analytical background combined with excellent political awareness and judgement;
- Experience to engage with senior officials/ governmental level decision makers;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to manage concurrent activities and to make certain all deadlines are met;
- Clear and concise drafting, report writing and editing skills;
- Presentation skills;
- Ability to acquire useful information from a variety of sources;
- Diplomacy and tact, negotiation and decision-making skills;
- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment;
- Good knowledge of the European Union Policies and Institutions in particular Common Foreign and Security Policy (CFSP) and Common Security and Defence Policy (CSDP);
- Excellent level of English, both written and spoken.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Reporting Officer	Employment Regime: Seconded	
Ref. number: GEO PR 01	Location: Tbilisi	Availability: 17 Jun 2025
Component/Department/Unit: Political, Analysis, Reporting and Communications Department /Reporting Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To coordinate the activities of the Reporting Section, including ensuring a good division of tasks, staff availability as well as good collaboration and work environment;
- Keep abreast of mandate-relevant operational and political developments and trends;
- Produce timely and accurate periodic, special and ad-hoc reports regarding the mandate-relevant operational and political developments and trends;
- Maintain good working relationship, communication and collaboration with Reporting and Information Officers in the Mission's three Field Offices;
- To provide ad interim / remote support to the reporting function of the Mission in another location, if and when operationally required;
- To ensure quality control by reviewing and editing products by the Reporting Section;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Field Offices, Mission departments and open sources against benchmarking;
- To prepare, review and deliver presentations and briefings to internal and external audiences;
- To contribute to the compilation the Mission's inputs to the Incident Prevention and Response Mechanism (IPRM) meetings and to the Geneva International Discussions (GID);
- To mentor and guide colleagues in the Reporting Section, including providing constructive feedback, and provide input to the Department management for performance reviews;
- To act as the main focal point to ensure adherence to and development of the EUMM Reporting Guidelines, including taking the lead in providing guidance, feedback and capacity building to MHQ and Field Office colleagues;
- To take part in developing the Mission's information/data management, analysis and reporting practices, also in relation to further developing and improving the analytical take in the Mission's reporting products;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP).

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

5. Essential Knowledge, Skills and Abilities:

- Drafting and editing skills;
- Political awareness and sound judgement;
- Analytical capability and profound knowledge of information collection and analytical methods;
- Communication and presentation skills;
- Interpersonal skills;
- Time management, and ability to prioritise multiple tasks and to delegate;
- Ability to work as a member of a team.

6. Desirable Qualifications and Experience:

- Ability to work independently and to take initiatives;
- Experience in positions with coordination responsibility and/or leading teams;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: GEO PR 03	Location: Tbilisi	Availability: 01 Oct 2025
Component/Department/Unit: Chief of Staff Office/Political, Analysis, Reporting and Communications Department/ Reporting Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To produce timely and accurate periodic, thematic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To keep abreast of and process information on operational developments, as well as mandate-relevant political events and trends in the Missions' area of responsibility;
- To contribute to the drafting of the Mission's inputs to the Incident Prevention and Response Mechanism meetings and to the Geneva International Discussions;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information, to ensure analytical consistency;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To maintain positive working relationships with Reporting and Information Officers in Field Offices to verify facts and ensure submission of high-quality information;
- To provide ad interim / remote support to the reporting function of the Mission in another location, if and when operationally required;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points for various purposes and contexts; and draft meeting reports.

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, human rights aspects and environmental sustainability 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:

- Sound judgment in identifying priority issues from information received;
- Ability to synthesize information and draft clearly, succinctly and quickly;
- Excellent drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and judgement;
- Excellent English language skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To follow mandate-relevant political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Department Management, Head of Mission and Senior Mission management are regularly updated on political developments;
- To contribute to the preparations and conduct of official visits, as well as bilateral and multilateral meetings (in particular Incident Prevention and Response Mechanism meetings and Geneva International Discussions);
- To maintain close relationships with the EU Delegation and the EU Special Representative office;
- To liaise and develop relationships with relevant authorities, civil society, EU actors, and international organisations;
- To contribute to Mission reports as well as to draft and prepare briefings, speeches, notes and meeting records;
- To conduct briefings for Mission members and external audiences;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles.

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, human rights aspects and environmental sustainability 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 domains of Political studies, Public Policy, Diplomacy, Security studies or another related field;
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities:

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality.

6. Desirable Qualifications and Experience:

- Analytical capability;
- Ability to work as a member of a team;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable knowledge, skills and abilities:

- Knowledge of the European Union policies and institutions, particularly CFSP and CSDP;
- Experience in dialogue facilitation, mediation and conflict analysis;
- Fluency in Russian language.

Position Name: Human Security Coordinator	Employment Regime: Seconded	
Ref. Number: GEO OP 07	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Operations Department/ Tbilisi Component	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Human Security Coordinator reports to the Head of Operations and coordinates closely with the Human Rights Adviser in the Chief of Staff Office.

2. Main Tasks and Responsibilities:

- To coordinate the work of Human Security Teams in the Field Offices and across the Operational Department in general to ensure an integrated approach, liaising with other Mission Departments where necessary;
- To analyse human security related patrol findings alongside previously recorded information to monitor trends, developments, information gaps and to propose taskings for Head of Operations consideration;
- In close coordination with the Human Rights Adviser and the human security monitoring teams, to maintain necessary contacts and build relationships with relevant international and local counterparts involved in the promotion and monitoring of human security issues in the host state;
- To identify best practice and lessons learned within the field of responsibility;
- To further develop expertise in relevant thematic areas within the team, support training and mainstreaming initiatives and to actively maintain up-to-date knowledge;
- To advise and assist the HoOps on all aspects of Human Security issues (including human security, human rights, humanitarian issues, gender or other related issues) in the Mission area;
- To work closely with other Mission members in particular the Mission's Human Rights Adviser, to ensure coordination of crosscutting issues;
- To provide input for drafting and updating the Mission Implementation Plan from a human security perspective and identify Mission operational requirements as the situation evolves;
- To contribute to the development and periodic review of the Mission's Standard Operating Procedures;

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, human rights aspects and environmental sustainability in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma, OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework, OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
- AND
- A minimum of 5 years of relevant professional experience.

5. Essential Knowledge, Skills, and Abilities:

- Knowledge of international human rights law and principles and human rights protection systems, and of human rights mainstreaming issues and tools;
- Drafting and reporting skills;
- Analytical skills;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations.

6. Desirable Qualifications and Experience:

- At least 3 years experience in an operational environment, e.g. crisis management, security actor, humanitarian or development field work, or in another relevant international work environment;
- Experience of working with civil society;
- Experience in establishing trust and building relationships with vulnerable women and men, Internally Displaced Persons (IDP's) and refugees;
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills, and Abilities:

- Civilian and/or female candidates are highly encouraged to apply;
- Knowledge on issues in post-conflict environment, irrigation, water access, cultural heritage, internal displacement;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Field Office Security Officer	Employment Regime: Seconded	
Ref. Number: GEO SE 07c	Location: Zugdidi	Availability: 25 Aug 2025
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 Field Office Security Officer reports to the Deputy Senior Mission Security Office (DSMSO).

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality, human rights aspects and environmental sustainability 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

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO ZO 03a	Location: Zugdidi	Availability: ASAP
Component/Department/Unit: Operations Department/ Field Office Zugdidi	Security Clearance Level: n/a	Open to Contributing Third States: No

1. Reporting Line:

The Operations Officer reports to the Operations Team Leader.

2. Main Tasks and Responsibilities:

- To plan, task and oversee the implementation of all Field Office (FO) patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow through the FO by briefing staff and compiling reports so that all FO personnel are kept informed and updated on events;
- To handle incidents and events in the Area of Responsibility as a member of the FO Security Management Team;
- To suggest amendments to Mission HQ Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities in the FO;
- To plan visits of external official visitors to the FO, and to conduct external activities;
- To conduct quantitative and qualitative analysis of inputs originating from the Field Office's operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission, through the chain of command, to the Mission's operational headquarters;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To support and contribute to the collection of the Mission's lessons learned, originating from, and having an effect on, Common Security and Defence Policy activities, from operational and tactical levels of planning and conduct.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO ZO 08a GEO ZO 11 GEO GO 07a GEO GO 08a GEO GO 16 GEO MO 11	Location: Zugdidi Zugdidi Gori Gori Gori Mtskheta	Availability: 14 Jul 2025 ASAP 10 Jul 2025 ASAP 07 Apr 2025 22 May 2025
Component/Department/Unit: Operations Department/ Field Office Mtskheta/Reporting and Analysis Section	Security Clearance Level: n/a	Open to Contributing Third States: No

1. Reporting Line:

The Reporting and Information Officer reports to the Deputy Head of Field Office.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and relevant international stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding the Mission's mandate implementation;
- To provide ad interim / remote support to the reporting function of the Mission in another location, if and when required;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings reports;
- To receive debriefings from all Field Office patrols after their return from their daily patrol duties so that all relevant monitoring information is available and inputted into the daily Field Office reports;
- To review patrol reports for quality and accuracy, and to advise patrol leaders and team leaders accordingly;
- To process and to analyse information gathered by patrols;
- To maintain and to regularly update the computerised knowledge databases and statistics within the Field Office;
- To promote a positive, gender-equal and inclusive working environment in accordance with EU values.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Monitor with Additional Maritime Expertise	Employment Regime: Seconded	
Ref. Number: GEO ZM 20a GEO ZM 35a	Location: Zugdidi Zugdidi	Availability: 11 Aug 2025 01 Jul 2025
Component/Department/Unit: Operations Department/Field Office Zugdidi	Security Clearance Level: n/a	Open to Contributing Third States: No

1. Reporting Line:

The Monitor with Additional Maritime Expertise reports to the Monitoring Team Leader (MTL).

2. Main Tasks and Responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on issues pertaining to the situation in the Field Office Area of Responsibility, particularly in relation to the Black Sea, in line with the various components of the Mission mandate;
- To maintain situational awareness of developments in the Black Sea area, ensure early warning capability, especially in terms of destabilising factors in so far as they relate to the Mission mandate and report accordingly;
- 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, gender, environment and climate issues relevant for the Mission mandate;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To assist, advise and update on critical or emergency incidents/events in the areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To provide input in the training of Mission Members based on the specific expertise and qualifications 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, human rights aspects and environmental sustainability in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
AND
- A minimum 3 years of relevant professional experience, particularly maritime expertise, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

- English Language skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language(s);
- Ability to monitor and report from human security, human rights and gender perspectives;
- Ability to analyse and report from open-source information;
- Validated license for armoured vehicle or C or C1 Driving license.

Position Name: Deputy Head of Field Office	Employment Regime: Seconded	
Ref. number: GEO GO 02a****	Location: Gori	Availability: 12 Sep 2025
Component/Department/Unit: Operations Department/ Field Office Gori	Security Clearance Level: n/a	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

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

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on issues pertaining to the situation in the Field Office Area of Responsibility, in line with the various components of the Mission mandate;
- To contribute to the production of accurate and objective reports and to make recommendations for improvement, as necessary;
- To monitor and report on human rights, gender, environment and climate issues relevant for the Mission mandate;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To assist, advise and update the on critical or emergency incidents/events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To provide input in the training of Mission Members based on your specific expertise and qualifications 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, human rights aspects and environmental sustainability in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
AND
- A minimum 3 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Experience of working with civil society;

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language(s);
- Ability to monitor and report from human security, human rights and gender perspectives;
- Ability to analyse and report from open-source information;
- Validated License for armoured vehicle or C or C1 Driving license.

SECONDED/CONTRACTED POSITIONS

Position Name: Deputy Head of Mission Support Department - CRC Member	Employment Regime: Seconded/contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. number: GEO AD 04a	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: n/a	Open to Contributing Third States: No

1. Reporting Line:

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

This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To support the HoMSD in the implementation of Mission support services in accordance with the Mission mandate and Operational Plan (OPLAN);
- To deputise in the absence of the Head of Mission Support Department;
- To ensure timely and accurate reporting from the Mission Support Department in accordance with the reporting requirements of the Mission;
- To ensure the consistency and sustainability of Mission Support activities over time;
- To ensure that the MSD Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff, working under the responsibility of the HoMSD, identify and report lessons identified and develop these to become lessons learned and best practices within their respective fields of responsibility;
- To identify and oversee the Mission Support needs in the Field Offices including regular coordination with the Heads/Deputy Heads of Field Offices;
- To ensure the MSD contribution to the Mission's risk management remains up to date;
- To ensure the integration of environmental and climate considerations into all areas of activity of the Mission Support functions, and to promote sustainable practices aligned with EU policy on environment and climate;
- To assist the HoMSD to maintain continuous lines of communication within the MSD;
- To contribute to the induction and training of Mission members;
- To propose to the HoMSD, administrative areas in the Mission for improvement, including to increase efficiency;
- 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.

3.1 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, human rights aspects and environmental sustainability in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

3.2 Core Responsiveness Capacity Tasks and Responsibilities:

- To participate in the planning and start-up of Missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closure of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

4. Essential Qualifications and Experience:

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

6. Desirable Qualifications and Experience:

- Master's Degree in business or public administration, management, or other related subjects;
- Knowledge of EU financial management and EU procurement rules;
- Experience in planning complex projects, monitoring, evaluation and reporting;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable knowledge, skills and abilities:

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

Position Name: Deputy Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. number: GEO SE 11c**	Location: Tbilisi	Availability: 14 May 2025
Component/Department/Unit: Security and Duty of Care Department/Security Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To support the Senior Mission Security Officer in leading, managing and coordinating the work and staff of Security and Duty of Care Department;
- To act as Head of Security Section responsible for the day-to-day management of the security office.
- To replace the SMSO in his/her absence
- To support Mission members related to security measures and ensure all necessary actions are taken particularly in emergency cases;
- To assist the Senior Mission Security Officer in the supervision and planning of all field visits/journeys and provide timely advice and guidance to Mission members;
- To participate in the staff recruitment for the Security and Duty of Care Department;
- To assist the Senior Mission Security Officer in the management of Contracted Guards;
- To travel to high risk areas and conduct security measures;
- 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 and EU Field Security Policy;
 - To contribute to the development, implementation and updating of the Mission Security Plan and supporting security and safety instructions, security documents, and procedures;
 - To contribute to the development and implementation of relocation/evacuation measures and establish an effective warden and movement of personnel system;
 - To deputise for the Senior Mission Security Officer as required;
 - To advise the Head of Mission, Senior Mission Management and Mission Members on all security related matters affecting the Mission, its assets, personnel, information and reputation;
 - To assess the security situation and provide advice, assistance, and implement measures to ensure the security and safety of Mission members;
 - To contribute to the protection of EU classified information (EUCI) and ensure information is handled in accordance with EU rules and regulations;
 - To produce security inputs to daily Situation Reports, Weekly Operations Summaries and Six Monthly Reports etc. and ensure real time reporting from trouble spots;
 - To provide comprehensive security induction training to Mission members;
 - To conduct regular security drills, communication tests and evacuation exercises;
 - To advise Mission Members on security issues as required;
- To conduct security reviews on Mission property and buildings and make recommendations for improvements;
- To perform security reviews of Mission members personal protective equipment, transport, Mission members residences as necessary;
- To provide comprehensive reports on all incidents affecting the Mission and Mission staff, and to initiate necessary follow up action with appropriate authorities;

- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in relation to security;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security equipment, contracts/services and draft terms of reference;
- To ensure all security and communications equipment is operational and ready to use;
- 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 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Organisational, planning, and time management skills.

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related studies;
- Valid license for armoured vehicle or C or C1 driving license;
- Successful completion of the EU Mission Security Officer Certification Course or equivalent UN 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 threats;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. number: GEO AP 02a GEO AP 03a	Location: Tbilisi Tbilisi	Availability: ASAP ASAP
Component/Department/Unit: Mission Support Department/ Procurement Section	Security Clearance Level: n/a	Open to Contributing Third States: No

1. Reporting Line:

The Procurement Officer reports to the Head of Procurement.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Communication & Information Systems (CIS) Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: GEO AC 02b*	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Mission Support Department / Communication & Information Systems Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To provide CIS first-level of support in the Headquarters, initial troubleshooting for all directly-reported issues or tickets assigned through the Help Desk ticketing system, quickly restore the affected services;
- To act as the custodian of all CIS assets deployed, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To deliver training to Mission members on new technologies and procedures;
- To 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 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.
- Deploy and manage Microsoft Azure solutions, implement and maintain virtual machines, storage accounts, networking resources. Identify and resolve issues related to Azure services and infrastructure.
- Implement and manage threat protection solutions to protect cloud resources. Proactively identify security vulnerabilities and deploy measures to address them.
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operation System, physical and virtual servers, network devices and connectivity, printers, projectors, VTC equipment, storage devices and software;
- To configure and administer the Mission on-premises and Cloud infrastructure (Azure Active Directory, Endpoint Management, Exchange Online, SharePoint Online, Teams, etc.)
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To configure, deploy and manage the backup and recovery tools available in the Mission (i.e.: Backup Exec);
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;

- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation as appropriate;
- To assist and support SDCD with initial configuration and implementation of crypto devices and systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios).

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the fields of Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields) OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
AND
- A minimum 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of computer systems and wired/wireless network technologies, e.g. LANs, MANs, WANs;
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services and Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Experience with cloud-based technologies and communication technologies (i.e. VTC, radio, satellite phones);
- Strong analytical and problem solving skills;
- Drafting and writing skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Network certification, like CCNA or CCNP;
- Knowledge of hardware performance and specifications;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Communication & Information Systems (CIS) Officer - Database Administrator	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff – Management Level (MSML)
Ref. number: GEO AC 05c**	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Mission Support Department / Communication & Information Systems Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios).

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the fields of Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields) OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of computer systems and wired/wireless network technologies, e.g. LANs, MANs, WANs;
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services;
- Strong analytical and problem solving skills;
- Drafting and writing skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Knowledge of hardware performance and specifications;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Medical Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: GEO SM 01**	Location: Tbilisi	Availability: 05 May 2025
Component/Department/Unit: Security and Duty of Care Department/Medical Section	Security Clearance Level: N/A	Open to Contributing Third States: No

1. Reporting Line:

Medical Adviser reports to the Senior Mission Security Officer (SMSO) on daily administrative and operational matters.

The Medical Adviser will directly advise the Head of Mission on all medical matters and welfare issues related to personnel.

2. Main Tasks and Responsibilities:

- 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/Peer support programme and psychosocial/welfare matters;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to plans and policies on all medical issues/health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission members especially with regards to 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 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 coordinate and monitor the medical evacuation of staff as per Contingency Plans and SOPs, in close cooperation with healthcare providers and the Mission 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.

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:

[to choose from the options below]

- 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;
OR
- 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 in Nursing; and a minimum one-year post-graduate qualification attested by diploma in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care;
AND
- A minimum of 4 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, after fulfilling the educational requirements;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

5. Essential Knowledge, Skills and Abilities:

- Knowledge in drafting Standing Operational Procedures, medical planning documents, and decisions notes;
- 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 Georgian language.