

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Partnership Mission in the Republic of Armenia (EUPM Armenia) 1-2026 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Partnership Mission in the Republic of Armenia			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (12)</u>			
	ARMP 02*	Deputy Head of Mission / Chief of Staff	Yerevan**	ASAP***
	ARMP 03*	Head of Operations	Yerevan**	ASAP***
	ARMP 04*	Senior Mission Security Officer / Medical and Safety	Yerevan**	ASAP***
	ARMP 06*	Head of Human Resources	Yerevan**	ASAP***
	ARMP 08*	Political Adviser / Press and Public Information Officer	Yerevan**	ASAP***
	ARMP 09*	Reporting Officer	Yerevan**	ASAP***
	ARMP 10*	Head of Strategic Advisory Unit / Senior Strategic Adviser	Yerevan**	ASAP***
	ARMP 11*	Head of Operational Advice and Capacity Building Unit / Senior Operational Adviser	Yerevan**	ASAP***
	ARMP 12*	Senior Strategic Adviser on Hybrid Threats and Inter-Institutional Coordination	Yerevan**	ASAP***
	ARMP 13*	Adviser on Hybrid Threats	Yerevan**	ASAP***
	ARMP 14*	Senior Adviser on Countering Foreign Information Manipulation and Interference (FIMI)	Yerevan**	ASAP***
	ARMP 15*	Adviser on Strategic Communication	Yerevan**	ASAP***
	Job titles/ vacancy notice:	<u>Seconded/Contracted (6)</u>		
ARMP 05*		Head of Mission Support and Verification	Yerevan**	ASAP***
ARMP 16*		Finance Officer	Yerevan**	ASAP***
ARMP 17*		Procurement Officer	Yerevan**	ASAP***
ARMP 18*	Communication and Information Systems Officer (CIS)	Yerevan**	ASAP***	

	ARMP 19*	Logistics Officer	Yerevan**	ASAP***
	ARMP 07*	Human Resources Officer	Yerevan**	ASAP***
Deadline for applications:	Thursday, 23 April 2026, at 17:00 (Brussels time)			
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i></p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p>Ms Tanja HERTOGHE</p> <p>CivOpsHQ-HR-EUPM-Armenia@eeas.europa.eu</p> <p>+32 (0)2 584 2191</p>			

*Availability of post is subject to political decisions and budget approval.

**Location of deployment to be confirmed.

***Exact deployment date is subject to political decisions and operational needs.

Please note that the Country Threat Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

Low/Moderate/Significant Threat Non-Family Mission

EUPM Armenia bears a Low/Moderate/Significant Threat 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.

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 ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Contracted personnel – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and that there is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

Specificities for high or critical threat missions

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission (“cooling off period”) at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve month deployment, will not be eligible.

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 Operation Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EUM Armenia, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member 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).

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 (CivOpCdr 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 and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims 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 CivOpsHQ 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 via 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/CivOpsHQ 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. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

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: Deputy Head of Mission/Chief of Staff	Employment Regime: Seconded	
Ref. number: ARMP 02*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Head of Mission	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Deputy Head of Mission/Chief of Staff reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To manage the Mission headquarters functions, including Mission Support, ensuring all aspects are globally considered in internal reporting and strategic decision-making.
- To supervise and manage the project manager as applicable;
- To administratively coordinate the advisers to the Head of Mission;
- To contribute to and participate in the development and implementation of Mission policy, strategy, planning, and reporting;
- To ensure all Mission activities are consistently planned, supported, and executed to a high standard;
- To participate in operational implementation of the Mission mandate, while respecting the core role of the Head of Operations;
- To deputise and represent the Head of Mission as required;
- To support the Head of Mission in duty of care responsibilities and strategic communications, including work on disinformation;
- To organise and facilitate senior management meetings, all-staff briefings, and periodic Mission implementation meetings;
- To ensure regular internal updates on Mission progress, political/security developments, and resource needs;
- To liaise and coordinate with EU institutions (EU Delegations, CSDP missions, Justice and Home Affairs agencies), Member States, international partners, local authorities, and civil society;
- To act as the responsible authority under the Code of Conduct, including making first-instance disciplinary decisions;
- To ensure that Mission Standard Operating Procedures are developed, implemented, and periodically reviewed;
- To contribute to the training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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 duties 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 of 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 12 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.

5. Essential Knowledge, Skills and Abilities

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diverse and multicultural team;
- Ability to manage a high-profile and complex mission, including its operations, human resources including temporary reinforcement elements, logistics and finances;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments.

6. Desirable Qualifications and Experience:

- Master's degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations;
- Experience and knowledge of engaging with counterparts at ministerial level and within security and intelligence services in the field of hybrid threats and crisis management.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. Number: ARMP 03*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Operations	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Operations reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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, out of which a minimum of 5 years at coordination / management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Ability to manage a complex mission mandate, including its operations, its operational human resources and temporary reinforcement elements, and its projects;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Understanding of peace stabilisation mechanisms and conflict prevention.

6. Desirable Qualifications and Experience:

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations;
- Experience and knowledge of engaging with counterparts at ministerial level and within security sectors services, including security and intelligence bodies, particularly in the fields of hybrid threats and crisis management.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Mission Security Officer / Medical and Safety	Employment Regime: Seconded	
Ref. Number: ARMP 04*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Chief of Staff / Security and Health	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Mission Security Officer (SMSO) / Medical and Safety is the primary adviser to the Head of Mission on Security, Medical and Safety related aspects and reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of Security and Duty of Care Unit;
- 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 lead, direct and manage the staff and work of Mission Security and Duty of Care Department, as per the relevant document of the Operation Plan;
 - To monitor and assess the security situation and provide security analyses, recommendations and advice to the Head of Mission, Senior Management and Mission members on all security related matters that affect the Mission, its assets, personnel and information;
 - To provide advice and implement measures to ensure the security and safety of Mission members;
 - To be responsible, in line with EU Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
 - To contribute and coordinate to the drafting of security policies and procedures;
 - To be responsible for the protection of EU classified information (EUCI) within the Mission and to ensure information is handled in accordance with EU rules;
 - To produce security inputs to daily Situational Reports, Weekly Operational Summary, Monthly and Six Monthly Reports and ensure real time reporting from potential trouble spots;
 - To be responsible for the supervision of journey management planning and provide timely advice and guidance to Mission members;
 - To ensure that comprehensive security induction and other necessary trainings are provided to Mission members;
 - To ensure that regular security drills, communication tests and evacuation exercises are conducted;
 - To ensure that Contracted Guard complies with the agreed Terms of Reference and fulfils the contractual obligations according to the assigned performance standards, including the Code of Conduct;
 - To ensure an effective system of security reviews in relation to the Missions' property and buildings and recommend changes if necessary;
 - To develop professional contacts with Security Managers of EU bodies, diplomatic representatives, local police and international organisations and other local actors as applicable.
- To coordinate security reviews of Mission members personal protective equipment, transport, Mission members residences and Mission offices as necessary;
- Provides basic medical assistance to Mission Members as a first responder;
- To be available to deploy 24/7, to provide security direction, follow up action and set priorities to effectively manage foreseen/unforeseen security events or incidents;
- To work in close cooperation with Mission Support 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 ensure that all medical equipment in the Area of Operation (AoO) is kept in a state of operational readiness, including ensuring that content of medical equipment and assets (trauma bags, AED's etc.) is kept up to date;
- To prepare requisition for purchase of medical items and necessary equipment after having received approval from Civilian Operations Headquarters;
- To provide ongoing emergency first aid training to all staff, performs medical briefing for incoming staff;
- To ensure the policy on security clearances for Mission members is correctly applied;
- To travel to all Mission areas including high risk areas as required;
- To collaborate with and report to Civilian Operations Headquarters Security and Health Division on all security related matters and ensure the implementation of their security recommendations;
- To regularly convene with the Mission Security Management Team;
- 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 provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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. Mission Specific Tasks and Responsibilities:

- To develop emergency medical contingency plans and planning for response to a mass casualty incident and medical evacuation;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To develop, implement and update the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To provide comprehensive reports on all incidents affecting Mission Members and initiates necessary follow up action with the appropriate authorities;
- To review the security level and state of alert;
- To draft security related Terms of Reference for the procurement of security equipment, contracts and services;
- To act as the Mission Medical Focal Point towards the Civilian Operations Headquarters (CivOpsHQ) Medical Team which includes the following tasks:
 - Continuity of current medical, emergency and other planning according to the directives given by the CivOpsHQ Medical team;
 - Respond to medical incidents. Coordinate and monitor the medical evacuation chain with the contracted health care provider and the Mission's insurance provider with the CivOpsHQ Medical team;
 - To prepare and perform medical briefings and trainings for all new and existing staff as requested by CivOpsHQ.
- To oversee the business continuity plan and follow up with the Mission Support Department regarding emergency storage for fuel, water, medical equipment, communications and rations;
- To manage and maintain the status of mission Shelters and safe-rooms;
- To conduct Fire Safety Management: assessment and management of fire risks.

5. 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 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

6. 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.

7. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of EU Mission Security Officer Certification Course;
- Authorised to carry and use weapons in compliance with the applicable legal framework;
- Valid license for armoured vehicle or C or C1 driving license;
- International experience, particularly in crisis areas with multinational and international organisations.

8. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Human Resources	Employment Regime: Seconded	
Ref. number: ARMP 06*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Chief of Staff / Human Resources	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Human Resources is the primary adviser to the Head of Mission on Human Resources related aspects and reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Human Resources Unit;
- To implement all Council/Commission/Civilian Operations Headquarters (CivOpsHQ) legislation and instructions, set up and implement relevant Mission internal strategies, policies and procedures accordingly;
- To ensure effective and transparent Human Resources planning and recruitment in accordance with the CivOpsHQ Instruction on Selection Procedures;
- To plan, prepare and implement end-to-end selection and recruitment processes, including for temporary and modular deployments;
- To coordinate and communicate with the CivOpsHQ and the EU Commission (FPI) on all relevant Human Resources issues;
- To support and advise the Mission management at operational and strategic levels to implement the Mission mandate;
- To ensure an effective and efficient Human Resources administration process, utilise the centralized IT tools Goalkeeper Registrar and Civilian Missions Application (CiMA) (HR database) in accordance with CivOpsHQ procedures;
- To ensure Line Managers receive advice and support on Human Resources matters;
- To ensure effective training activities for Mission Members;
- To act as a key interlocutor with Mission Members and their representatives, National Contingent Leaders/National Points of Contact and senior management, on personnel issues;
- To plan and develop Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ;
- To identify, manage and report the risks arising from processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle

under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;

AND

- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- People management skills and capacity to deal with different levels of stakeholders;
- Ability to adapt new and emerging technologies to address business operational needs.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Political Adviser / Press and Public Information Officer	Employment Regime: Seconded	
Ref. Number: ARMP 08*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Chief of Staff	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Political Adviser / Press and Public Information Officer reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To ensure the Head of Mission and Senior Mission Management are regularly updated on political developments in the region;
- To provide political advice and analysis to the Head of Mission and Mission management related to the possible impact of political dynamics on the Mission mandate implementation;
- To maintain close relationships with the EU Delegation, the EU Special Representative and other actors as appropriate;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the advice and analysis on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To contribute to the civilian CSDP Missions' POLAD network in view to sharing lessons learned and exchanging best practices;
- To contribute to the political aspects of press and public information activities, including to draft and clear draft press releases, public statements and articles or social media content;
- To act as the Mission's alternate spokesperson and communicate the work of the Mission to the public as required;
- To be the point of contact on issues related to the protection of cultural heritage as required;
- To contribute to the implementation of the Mission Strategic Communications Plan;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To write and design public information material and factsheets;
- To organise contract/tender/designs for Mission visibility items;
- To act as one of the Mission's focal points related to Foreign Information Manipulation and Interference (FIMI).

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political studies, International Relations, Public Policy, Diplomacy, Security studies or other related field; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;
- Drafting and presentation skills;
- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- English language skills: minimum C1 (Advanced User).

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience with StratCom responses to FIMI and disinformation.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: ARMP 09*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Chief of Staff	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line

The Reporting Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding the Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings reports;
- To maintain and to regularly update the computerised knowledge databases and statistics.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding;
- English language skills: minimum C1 (Advanced User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Sound judgment in identifying priority issues from information received;
- Ability to synthesize information;
- Knowledge of Russian and/or Armenian Language(s).

Position Name: Head of Strategic Advisory Unit / Senior Strategic Adviser	Employment Regime: Seconded	
Ref. Number: ARMP 10*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of the Strategic Advisory Unit / Senior Strategic Adviser reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To coordinate the work of staff in the field of improving the preparedness and resilience of Armenian crisis management structures, enhancing inter-institutional coordination and promoting a whole-of-government approach against hybrid threats;
- To oversee the Unit's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Unit's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To support authorities in development of national strategies and action plans on countering hybrid and cyber threats;
- To advise on national crisis coordination frameworks against hybrid threats as well as improvement of cross-sectoral response;
- To support the development of the local authorities in the field of Civilian Security Sector Reform, in view of building preparedness and resilience against hybrid threats;
- To advise authorities in the development and operationalisation of whole-of-government and whole-of-society frameworks against hybrid threats;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- 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;
- Knowledge of policy frameworks on resilience and preparedness against hybrid threats;
- Knowledge of framework and protocols for inter-institutional coordination, information-sharing and intelligence-fusion.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic advice and analysis in a governmental agency or equivalent planning and reporting as well as a sound understanding of strategic and operational considerations;
- Knowledge of EU and/or national policy frameworks on resilience and preparedness against hybrid threats;
- Understanding of tactics, techniques and procedures (TTPs) employed by hybrid threat actors;
- Experience in national crisis management, inter-institutional coordination;
- International experience, particularly in crisis areas with multinational and international organisations or in an embassy.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Operational Advice and Capacity Building Unit / Senior Operational Adviser	Employment Regime: Seconded	
Ref. Number: ARMP 11*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Operational the Advice and Capacity Building Unit / Senior Operational Adviser reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To coordinate the work of the Unit's staff as well as staff deployed through short-term development instruments in the field of countering hybrid threats and enhancing cyber security;
- To oversee the Unit's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Unit's contribution to the Mission's internal and external reporting against benchmarking;
- To support the development of the local authorities in the field of hybrid threats and cyber security through advice, training, exercises and mentoring;
- To advise authorities in the operationalisation of whole-of-government and whole-of-society frameworks against hybrid threats;
- To support authorities in development of national action plans on countering hybrid and cyber threats;
- To identify needs and provide capacity building support to relevant Armenian authorities with a view to developing and enhancing capacities for i.a. situational awareness and hybrid threat assessment, including in the area of FIMI and cyber;
- To work in close cooperation with the other Mission advisers and relevant counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To facilitate liaison with Member States' and like-minded agencies;
- To act as the representative of the Unit with external interlocutors;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- 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;
- Knowledge of frameworks on resilience and preparedness against hybrid threats;
- Understanding of tactics, techniques and procedures (TTPs) employed by hybrid threat actors.

6. Desirable Qualifications and Experience:

- Master's degree in security studies, social sciences, public relations, law, management, business administration, or other relevant subjects;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analysis, in a governmental agency/Ministry or equivalent, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis, post-crisis or transitory areas with multinational and international organisations;
- Experience in capacity-building on navigating cyber threat landscape (threat detection, incident response and recovery, cybersecurity stress-testing with institutions);
- Knowledge of EU and national cybersecurity policies and frameworks;
- Knowledge of legal framework and international regimes in the areas of financial crime, money laundering, asset recovery or corruption.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Strategic Adviser on Hybrid Threats and Inter-Institutional Coordination	Employment Regime: Seconded	
Ref. Number: ARMP 12*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Operations / Strategic Advisory Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Strategic Adviser on Hybrid Threats and Inter-Institutional Coordination reports to the Head of the Strategic Advisory Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To support authorities in development of national strategies and action plans on countering hybrid and cyber threats;
- To advise on national crisis coordination frameworks against hybrid threats as well as improvement of cross-sectoral response;
- To support the development of the local authorities in the field of Civilian Security Sector Reform, in view of building preparedness and resilience against hybrid threats;
- To advise authorities in the development and operationalisation of whole-of-government and whole-of-society frameworks against hybrid threats;
- To advise on national crisis coordination frameworks against hybrid threats as well as improvement of inter-institutional coordination and cross-sectoral response;
- To advise on policy and strategy development of Armenian owned frameworks and implementation plans, in particular on preparedness, crisis management frameworks and decision-making, inter-institutional coordination tools and protocols, coordination with other actors as applicable, information-sharing tools and protocols, contingency planning, exercises;
- To provide advice to senior Armenian civilian crisis management counterparts which contributes to leadership development;
- To promote context specific civilian crisis management concepts;
- To ensure coherence and cooperation with international partners;
- To ensure Armenian progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Armenian counterparts are cognisant of UNSCR 1325 and human rights;
- To identify training needs.

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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank;
AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local national counterparts;
- Experience of designing and delivering training;
- Knowledge of strategic civilian crises management at ministerial level.

6. Desirable Qualifications and Experience:

- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in developing civilian crisis management Policy and Strategy;
- Experience in working with EU JHA/ civilian crisis management policies, relevant EU JHA agencies and international initiatives/policies;
- Field and management experience in intelligence operations;
- Experience in coordination and information sharing between law enforcement agencies and intelligence/security services, nationally and internationally;
- Managing experience in the production processes of intelligence, e.g. collection, collation and/or analysis (advanced technical knowledge advantageous).

7. Desirable Knowledge, Skills and Abilities:

- Sound knowledge of international legal framework on civilian crises management;
- Knowledge of current practices in the field of interservice cooperation;
- Knowledge of Armenian or/and Russian language(s).

Position Name: Adviser on Hybrid Threats	Employment Regime: Seconded	
Ref. Number: ARMP 13*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Operations / Strategic Advisory Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Adviser on Hybrid Threats reports to the Head of the Strategic Advisory Unit

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To contribute to the Mission's efforts in addressing structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To contribute to the strategic development of the Armenian National Architecture in the sphere of countering hybrid threats and related crises management;
- To advise authorities in the development and operationalisation of whole-of-government and whole-of-society frameworks against hybrid threats;
- To advise on national crisis coordination frameworks against hybrid threats as well as improvement of inter-institutional coordination and cross-sectoral response;
- To support authorities in development of national strategies and action plans on countering hybrid and cyber threats;
- To advise on policy and strategy development of Armenian owned implementation plans, in particular on preparedness, contingency planning, protection of critical infrastructures, information sharing tools and protocols, crisis decision-making, internal coordination tools and protocols, coordination with other actors (civil society, other countries, international organisations), exercises and trainings;
- To ensure coherence and cooperation with international partners;
- To ensure Armenian progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Armenian counterparts are cognisant of UNSCR 1325 and human rights;
- To identify training needs.

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 second 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local national counterparts;
- Experience of designing and delivering training;
- Knowledge of strategic civilian crises management at ministerial level;
- Knowledge of policy frameworks on resilience and preparedness against hybrid threats;
- Knowledge of framework and protocols for inter-institutional coordination, information-sharing and intelligence-fusion.

6. Desirable Qualifications and Experience:

- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in developing civilian crises management Policy and Strategy;
- Experience in working with EU JHA/ civilian crises management policies, relevant EU JHA agencies and international initiatives/policies;
- Field and management experience in intelligence operations, e.g. surveillance and source handling;
- Experience in coordination and information sharing between law enforcement agencies and intelligence/security services, nationally and internationally;
- Managing experience in the production processes of intelligence, e.g. collection, collation and/or analysis (advanced technical knowledge advantageous).

7. Desirable Knowledge, Skills and Abilities:

- Sound knowledge of international legal framework on civilian crisis management;
- Knowledge of current practices in the field of inter-institutional cooperation;
- Understanding of tactics, techniques and procedures (TTPs) employed by hybrid threat actors;
- Knowledge of Armenian or/and Russian language(s).

Position Name: Senior Adviser on Countering Foreign Information Manipulation and Interference (FIMI)	Employment Regime: Seconded	
Ref. Number: ARMP 14*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Operations / Operational Advice and Capacity Building Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Countering Foreign Information Manipulation and Interference (FIMI) reports to the Head of Operational Advice and Capacity Building Unit

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational levels;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide strategic advice and assistance to the relevant Armenian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To facilitate support and liaise with Member States and like-minded state institutions countering hybrid threats;
- According to operational needs, liaise with international bodies and EU institutions, bodies and agencies;
- To identify and advise the relevant Armenian partners on the capacity and training opportunities on hybrid threats, particularly foreign information manipulation and interference;
- To advise on development and operationalisation of national counter-FIMI frameworks and action plans;
- To provide capacity-building support on FIMI detection, interpretation and response to Armenian counterpart;
- To advice counterpart on developing a whole-of-society approach to FIMI resilience, including via digital and media literacy and fact-checking;
To support the relevant Armenian partners in identifying the appropriate equipment and infrastructure needed to strengthen resilience to hybrid threats;
- To manage, lead and facilitate projects and interventions on hybrid threats/cyber security;
- To advise, support and facilitate the relevant Armenian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on hybrid threats;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To liaise closely with other horizontal advisers.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Good knowledge of hybrid threats and/or cybersecurity, including concrete experience on either strategic or operational levels gained in a governmental agency or equivalent;
- Ability to mentor and motivate local national counterparts;
- Experience of designing and delivering training;
- Knowledge of FIMI frameworks and analysis such as FIMI TTPs, DISARM framework, FIMI monitoring tools (e.g. as OSINT tools).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in developing strategies, policies and/or operational plans on hybrid threats and/or cybersecurity;
- Experience in coordination and information sharing between governmental agencies and services nationally and internationally;
- Knowledge of emerging technologies, in particular Artificial Intelligence (AI)

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russia's hybrid strategies;
- Knowledge of EU policy framework for enhancing resilience to and countering hybrid threats, or for cybersecurity;
- Knowledge of current practices in the field of inter-service cooperation;
- Knowledge of Armenian or/and Russian language(s).

Position Name: Adviser on Strategic Communication	Employment Regime: Seconded	
Ref. Number: ARMP 15*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Operations / Operational Advice and Capacity Building Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Adviser on Strategic Communication reports to the Head of Operational Advice and Capacity Building Unit

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts at the operational levels;
- To provide advice and assistance to the relevant Armenian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To facilitate support and liaise with Member States and like-minded state institutions countering hybrid threats;
- According to operational needs, liaise with international bodies and EU institutions, bodies and agencies;
- To identify and advise the relevant Armenian partners on the capacity and training opportunities on hybrid threats, particularly improvements to their Strategic Communication capacities and competencies;
- To advise government and security sector actors on development and operationalisation of StratCom and crisis communication frameworks, methods and tools and best practices;
- To advice counterpart on developing a whole-of-society approach to FIMI resilience through StratCom, including in the areas of media monitoring and by promoting via digital and media literacy and cooperation with fact-checking organisations;
- To support the relevant Armenian partners in identifying the appropriate tools and systems needed to strengthen resilience through StratCom capabilities;
- To advise, support and facilitate the relevant Armenian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training and exercise activities on StratCom and crisis communication;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To liaise closely with other horizontal advisers.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the second 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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience in strategic and/or crisis communication;
- Good knowledge of hybrid threats, including concrete experience on either strategic or operational levels gained in a governmental agency or equivalent;
- Ability to mentor and motivate local national counterparts;
- Experience of designing and delivering training;
- Ability to write reports, analyse and assess the needs for countering FIMI through Strategic Communication and develop recommendations for improvement.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in coordination and information sharing between governmental agencies and services nationally and internationally;
- Experience in journalism and media;
- Knowledge of emerging technologies, in particular Artificial Intelligence (AI);
- Knowledge of the main FIMI threat actors and campaigns;
- Knowledge of digital communications, audio-visual and multimedia content production;
- Knowledge of AI applied to strategic communication.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of hybrid strategies of relevant threat actors;
- Knowledge of EU policy framework for enhancing resilience to and countering hybrid threats, or for cybersecurity;
- Knowledge of current practices in the field of inter-service cooperation;
- Knowledge of Armenian or/and Russian language(s).

SECONDED/CONTRACTED POSITIONS

Position Name: Head of Mission Support and Verification	Employment Regime: Secinded / Contracted	Post category for Contracted Expert Level
Ref. number: ARM 05*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Head of Mission / Chief of Staff	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Head of Mission Support and Verification reports to the Chief of Staff and 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 verify the legality and regularity of transactions prior to authorising financial transactions;
- 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 ensure sound and effective financial management of the Common Security Defence Policy Mission and the development of internal policies and procedures for finance;
- 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 Operations Headquarters and Foreign Policy Instrument;
- To ensure the consideration of environmental sustainability in all Mission Support functions, in line with EU policy on environment and climate;
- 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 provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years 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 work in a demanding, deadline driven environment;
- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software;
- English Language skills, minimum B2 (Independent User)

6. Desirable Qualifications and Experience:

- University and/or Master's degree in Economics/Finance/Banking/Accounting and/or specialised training/course in finance/accounting or other related or relevant field;
- Knowledge of EU financial management and EU procurement rules;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments and EU policy on environment and climate;
- Experience in planning complex projects, monitoring, evaluation and reporting;
- Experience working with Enterprise Resource Management (ERM) systems;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Finance Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: ARMP 16*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Mission Support	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Finance Officer reports to the Head Mission Support and Verification.

2. Main Tasks and Responsibilities:

- To ensure sound and effective financial management of the Common Security Defence Policy Mission and the development of internal policies and procedures for finance;
- To define procedures for accounts, payments, petty cash, claims and other financial functions in a multicurrency system;
- To maintain the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Mission Support and Verification;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To follow up on the reconciliation of bank statements with payroll and accounts;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on time delivery;
- To ensure that external audits are carried out and their recommendations implemented;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To draft the Mission budget;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.).

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel;

- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: ARMP 17*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Mission Support	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Procurement Officer reports to the Head of Mission Support and Verification.

2. Main Tasks and Responsibilities:

- To coordinate the Mission contracting and procurement processes in accordance with EU established professional and transparent procurement policies, rules and procedures;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide support related to contracting and procurement matters to other units within the Mission;
- 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 identify and promote opportunities for environmental sustainability in procurement processes, in line with EU policies;
- 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 provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- 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;
- English language skills: minimum B2 (Independent User).

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;
- 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);
- Knowledge of sustainable public procurement;
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System;
- Knowledge of Russian and/or Armenian language(s).

Position Name: Communication and Information Systems (CIS) Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: ARMP 18*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Mission Support	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 Mission Support and Verification.

2. Main Tasks and Responsibilities:

- To advise the Head of Mission Support on development and implementation of Communication and Information Systems strategy and CIS operational matters;
- To plan, manage and maintain the communication and IT infrastructure necessary to accomplish the Mission's mandate;
- To manage network infrastructure including firewalls, core switches, routing and VLAN segmentation;
- To administrate and manage Windows-based machines (servers, work stations etc.);
- To manage Microsoft 365 Cloud ecosystem services and products;
- To set the overall technology direction through strategic planning and development of multiyear work plans for CIS in line with organisational technology requirements in coordination with the IT Mission Support Platform in the Civilian Operational Headquarters (CivOpsHQ);
- In coordination with the Head of Mission Support and Verification, to establish and monitor the CIS budget to maintain operational capabilities and ensure continuing evolution of technology implementation;
- To provide Communication and Information Systems first and second-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services;
- To act as the custodian of all Communication and Information Systems assets, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operating System, printer and network connectivity, software functionality and radio network;
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation;

- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios);
- To manage acquisition of IT hardware/software products via EU Frameworks Contracts and, when applicable, through local providers in coordination with the Procurement Officer.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of computer systems and wired/wireless network technologies e.g. LANs, MANs, WANs and VPNs;
- Knowledge of virtualisation and how to manage relevant services and products;
- Knowledge of Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Good understanding of Windows Active Directory domain services;
- Strong analytical and problem solving skills;
- Drafting and writing skills;
- English language skills: minimum B2 (Independent User).

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 hardware performance and specifications;
- Knowledge of security aspects of Microsoft 365 (MS Defender products);
- Knowledge of principles of digital radio communication;

- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Category C driving license and experience driving vehicles with manual transmission;
- Knowledge of Russian and/or Armenian language(s).

Position Name: Logistics Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: ARMP 19*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Mission Support	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Logistics Officer reports to the Head of Mission Support and Verification.

2. Main Tasks and Responsibilities:

- To advise the Mission on logistical requirements in line with operational decisions within budgetary and time constraints;
- To ensure the delivery of services in facility management, transportation other relevant services;
- To advise the Senior Mission Security Officer / Safety and Health on logistical requirements related to Mission Contingency Plans;
- To develop Standard Operating Procedures related to logistics, support facility management, transportation and services management;
- To maintain the asset registry of all Mission assets with the support and contribution of relevant Mission units;
- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To provide logistical support to all Mission members for assets required to fulfil their tasks, e.g. computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the region, ensuring systems are in place for replacement and repair;
- To coordinate the provision of material and office space;
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To develop and maintain the assets inventory;
- To produce reports on logistical issues, proposing/recommending changes and improvements to ensure accuracy;
- To identify goods and/or services requirements and technically define the requirements to correspond to the process to procure goods and services;
- To identify and promote opportunities for environmentally sustainable practices within the unit, such as optimizing resource use, reducing waste and enhancing the sustainability of facility management, field support and asset management;
- To assist in maintaining a comprehensive database of expendable and non-expandable items;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To draft specifications for issuing tenders related to the area of responsibility.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the fields of Logistics, Supply Chain Management, Transport, Engineering, Administration 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 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Awareness of different product and services markets and industrial business networks.

6. Desirable Qualifications and Experience:

- Knowledge of current technologies used for Logistics, Supply Chain Management, Asset Management, Inventories such as Enterprise Resource Planning (ERP) System;
- Knowledge of sustainable logistics, environmental management or supply chain sustainability;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of Russian and/or Armenian language(s).

Position Name: Human Resources Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: ARMP 07*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Chief of Staff / Human Resources	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources.

2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources Department;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Civilian Operations Headquarters (CivOpsHQ.3) Point of Contact (POC) on all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes, including for temporary and modular deployments;
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate the extension process for eligible seconded staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and CivOpsHQ;
- To coordinate the selection and recruitment process:
 - managing vacancies and applications;
 - advising and training selection panels;
 - preparing selection reports;
 - participating in selection panels;
 - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
 - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
 - communicating with candidates;
 - conducting the grading of international contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CivOpsHQ, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CivOpsHQ Human Resources policy;
- To conduct timely issuance and management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To utilise the centralised IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To support, inform, assist and advise on training and staff development;
- To implement a performance management approach in accordance with CivOpsHQ policy, for monitoring, assessing and developing the performance of Mission members;
- To develop and implement tools for business continuity;

- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- People management skills;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching and negotiating skills;
- Proficient English Language skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas, with multinational and international organisations;
- Training and experience in MS Excel, Access and Visio and building databases with similar software;
- Experience in payroll-related tasks;
- Experience in change management processes.

7. Desirable Knowledge, Skills and Abilities:

- Ability to prepare HR communications appropriate to the audience;
- Familiar with Human Resource Management (HRS) systems;
- Knowledge of Russian and/or Armenian language(s).