

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Monitoring Mission in Georgia (EUMM Georgia) 2-2026 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Monitoring Mission in Georgia			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (55)</u>			
	GEO OP 01	Head of Operations	Tbilisi	01 Sep 2026
	GEO CA 02	Mission Analytical Capability Analyst	Tbilisi	01 Sep 2026
	GEO CH 01	Human Rights Adviser	Tbilisi	12 Oct 2026
	GEO CE 03	Environmental Adviser	Tbilisi	01 Sep 2026
	GEO PR 02	Reporting Officer	Tbilisi	01 Sep 2026
	GEO PR 03	Reporting Officer	Tbilisi	05 Oct 2026
	GEO PP 02	Press and Public Information Officer	Tbilisi	01 Sep 2026
	GEO PA 03	Political Adviser	Tbilisi	01 Sep 2026
	GEO OP 06	Mission Operations Officer	Tbilisi	05 Oct 2026
	GEO OL 03d	Police Liaison Officer to the MIA and the SSSG / Mission Hotline Holder	Tbilisi	01 Sep 2026
	GEO AL 03b	Head of Facilities Management Unit	Tbilisi	01 Sep 2026
	GEO SE 15	Mission Security and Duty Officer	Zugdidi	17 Dec 2026
	GEO SE 16	Mission Security and Duty Officer	Zugdidi	10 Dec 2026
	GEO ZT 05	Operations Team Leader	Zugdidi	01 Sep 2026
	GEO ZO 08a	Reporting and Information Officer	Zugdidi	01 Sep 2026
	GEO ZA 01a*	Field Office Analyst	Zugdidi	28 Sep 2026
	GEO ZT 01	Monitoring Team Leader	Zugdidi	01 Sep 2026
	GEO ZM 20a	Monitor with Additional Maritime Expertise	Zugdidi	01 Sep 2026
	GEO GO 01a*	Head of Field Office	Gori/ Mtskheta**	01 Sep 2026
GEO GO 03a	Operations Officer	Gori/ Mtskheta**	01 Sep 2026	

GEO GO 16	Reporting and Information Officer	Gori/ Mtskheta**	01 Sep 2026
GEO GT 04	Monitoring Team Leader	Gori/ Mtskheta**	01 Sep 2026
GEO MO 12	Operations Officer	Gori/ Mtskheta**	01 Sep 2026
GEO MO 03a	Operations Officer	Mtskheta/ Gori**	07 Oct 2026
GEO MO 07a	Reporting and Information Officer	Mtskheta/ Gori**	01 Sep 2026
GEO MT 01	Monitoring Team Leader	Mtskheta/ Gori**	05 Oct 2026
GEO MT 02	Monitoring Team Leader	Mtskheta/ Gori**	01 Sep 2026
GEO ZM 06	Monitor	Zugdidi	09 Nov 2026
GEO ZM 15		Zugdidi	30 Sep 2026
GEO ZM 22		Zugdidi	01 Sep 2026
GEO ZM 29		Zugdidi	12 Nov 2026
GEO ZM 32		Zugdidi	01 Sep 2026
GEO ZM 37		Zugdidi	21 Sep 2026
GEO ZM 38		Zugdidi	01 Sep 2026
GEO ZM 40		Zugdidi	01 Sep 2026
GEO ZM 41		Zugdidi	03 Sep 2026
GEO GM 02		Gori/ Mtskheta**	01 Sep 2026
GEO GM 03		Gori/ Mtskheta**	21 Sep 2026
GEO GM 13		Gori/ Mtskheta**	01 Sep 2026
GEO GM 14		Gori/ Mtskheta**	01 Sep 2026
GEO GM 19		Gori/ Mtskheta**	21 Dec 2026
GEO GM 21		Gori/ Mtskheta**	19 Oct 2026
GEO GM 34		Gori/ Mtskheta**	01 Sep 2026
GEO GM 35		Gori/ Mtskheta**	07 Sep 2026
GEO GM 37		Gori/ Mtskheta**	07 Sep 2026
GEO GM 40		Gori/ Mtskheta**	04 Sep 2026
GEO GM 52		Gori/ Mtskheta**	19 Oct 2026
GEO GM 63*	Gori/ Mtskheta**	21 Dec 2026	
GEO MM 02	Mtskheta/ Gori**	21 Dec 2026	
GEO MM 07	Mtskheta/ Gori**	01 Sep 2026	
GEO MM 08	Mtskheta/ Gori**	15 Oct 2026	
GEO MM 15	Mtskheta/ Gori**	16 Sep 2026	

Job titles/ vacancy notice:	GEO MM 18		Mtskheta/ Gori**	01 Sep 2026	
	GEO MM 23		Mtskheta/ Gori**	01 Sep 2026	
	GEO MM 32		Mtskheta/ Gori**	05 Oct 2026	
	<u>Seconded/Contracted (2)</u>				
	GEO OI 02a***	Operations Technical Analyst		Tbilisi	01 Sep 2026
	GEO AF 01c*	Head of Finance		Tbilisi	01 Sep 2026
Deadline for applications:	Friday, 26 June 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 Susanne EVERT</p> <p>CivOpsHQ-HR-EUMM-Georgia@eeas.europa.eu</p> <p>+32 (0)2 584 29 63</p>				

*Availability of post is subject to extension, end of mission or deployment confirmation.

**Exact deployment location is pending confirmation, and extension of tour of duty is subject to optimisation process.

***Availability of post is subject to post employment status approval.

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

EUMM Georgia 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 EUMM Georgia, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

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

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

Flexibility and adaptability – Candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

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

II. REQUIREMENTS

II.A Essential requirements

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

Physical and mental health – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

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

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

Knowledge – Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defense Policy (CSDP).

Skills and abilities

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

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

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

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

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

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

II.B Desirable requirements

Knowledge of the Mission area – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

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

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

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

Driving licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

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

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

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

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For

contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

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

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

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

Medical certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

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

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: Head of Operations	Employment Regime: Secoded	
Ref. number: GEO OP 01	Location: Tbilisi	Availability: 01 Sep 2026
Component/Department/Unit: Operations Department	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 operational Components, Field Offices, Units and Teams, ensuring tasks are carried out in accordance with the Mission mandate and Operational Plan (OPLAN);
- To act as the line manager for the Heads of the Field Offices;
- 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 Mission legal, gender, human rights and environmental advisers to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the operations of the Mission;
- 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 (including human rights due diligence policy) internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: GEO CA 02	Location: Tbilisi	Availability: 01 Sep 2026
Component/Department/Unit: Chief of Staff Office/MAC	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To support the Mission situational awareness in accordance with the agreed Mission Analytical Capability (MAC) concept;
- To establish where required and as directed by the Head of Mission liaison arrangements with relevant counterparts;
- To provide input and draft Mission reports, including special reports;
- To disseminate MAC products internally and/or externally as directed by the Head of Mission and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
- To act upon the Head of Mission information and analysis requirements;
- To help if so directed with analysis related to hybrid threats including foreign information manipulation and interference (FIMI) and/or other theatre-specific emerging challenges;
- To identify the specific dynamics and actors linked to the situation of the Area of Operation;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the area of operation and against the Mission, the host nation and EU interests, and to further develop the Missions' 'early warning' capacity on hybrid and other threats, in coordination with relevant actors in the Mission;
- To manage Mission interaction with EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity including the Hybrid Fusion Cell as well as the EEAS STRAT.4 Information Integrity and Countering Foreign Information Manipulation and Interference (GII.GLOBAL.STRAT.4).

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and knowledge of information collection;
- Writing and reporting skills;
- Professional fluency in English.

6. Desirable Qualifications and Experience:

- Master's degree in any of the fields of Political Science, International Relations, or other related fields;
- Experience in use of analytical IT packages and processes;
- Successful completion of open-source intelligence courses;
- Experience in analysing hybrid threats and/or other emerging threats;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Georgian, Russian and/or other regional languages.

Position Name: Human Rights Adviser	Employment Regime: Seconded	
Ref. number: GEO CH 01	Location: Tbilisi	Availability: 12 Oct 2026
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications Experience:

- University degree in law, social/political science, international relations or other relevant area;
- Experience in the field of international human rights law, including in terms of promotion and protection of human rights as well as in monitoring and reporting on human rights situation;
- International experience, particularly in crisis areas with multinational and international organizations;

7. Desirable Knowledge, Skills and Abilities:

- Solid knowledge of relevant EU policies;
- Excellent organizational, planning and time-management skills;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Environmental Adviser	Employment Regime: Seconded	
Ref. number: GEO CE 03	Location: Tbilisi	Availability: 01 Sep 2026
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Environmental Adviser reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of environmental health, environmental science, natural resources management, sustainability approaches 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:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: GEO PR 02 GEO PR 03	Location: Tbilisi Tbilisi	Availability: 01 Sep 2026 05 Oct 2026
Component/Department/Unit: Chief of Staff Office/Political, Analysis, Reporting and Communications Department/ Reporting Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Press and Public Information Officer	Employment Regime: Seconded	
Ref. Number: GEO PP 02	Location: Tbilisi	Availability: 01 Sep 2026
Component/Department/Unit: Chief of Staff Office/ Political, Analysis, Reporting and Communications Department/ Press and Public Information Section (PPIS)	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Press and Public Information Officer reports to the Head of Press and Public Information Section (HoPPIS).

2. Main Tasks and Responsibilities:

- To contribute to the implementation of the Mission Strategic Communications Plan;
- To deputise in the absence of the Head of Press and Public Information Section;
- To contribute to the development and maintenance of an effective Mission website and social media accounts in line with best practices and latest trends in the field of digital communications, including the production of video content, infographics and factsheets;
- To act as project manager for outreach activities;
- To draft press releases, public statements, lines to take, social media copy and other public information products;
- To draft inputs for regular reports;
- To support the HoPPIS in furthering strong relations with local and EU media, including through timely answers to media queries, pro-active identification of media opportunities, successful coordination with Field Offices around public outreach events, and the provision of politically sound advice on media engagement;
- To organise and conduct press conferences, media briefings and other media events, and coordinate the arrangements for press visits to the area of operations;
- To assist in ensuring appropriate media coverage of high-level visits;
- To coordinate with the press offices of other EU actors in the host state, the EEAS Spokesperson's service and CivOpsHQ Strategic Communications;
- To manage contracts with external service providers, including during the tender phase, in close coordination with relevant departments.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the domains of Communication, Political studies, International Relations, Humanities, Social sciences or other related field;
AND
- A minimum of 4 years of relevant professional experience after having fulfilled the education requirement.

5. Essential knowledge, skills and abilities:

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Excellent drafting and presentation skills;
- Excellent English language skills.

6. Desirable Qualifications and Experience:

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

7. Desirable knowledge, skills and abilities:

- Experience in planning and implementing projects;
- Knowledge of the regional and local press and media environment;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: GEO PA 03	Location: Tbilisi	Availability: 01 Sep 2026
Component/Department/Unit: Political, Analysis, Reporting and Communications Department/ Political Advice Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the EU Delegation and the EU Special Representative;
- To interact with external local and international actors, as appropriate, under the direction of the Head of PARC Department. following relevant HoM/DHoM guidance;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To participate in regular exchanges of information with Political Advisers in other civilian CSDP mission as appropriate;
- To conduct and prepare briefings and notes to ensure timely information to Mission members and any other individuals or groups as required;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as alternate Mission spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required;
- To contribute to the political aspects of SMR, special reports, flash reports and possibly suggest adjustments.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the 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:

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

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the regional security environment, including South Caucasus, Eastern Europe and Russia.

7. Desirable knowledge, skills and abilities:

- Knowledge of Georgian language.

Position Name: Mission Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO OP 06	Location: Tbilisi	Availability: 05 Oct 2026
Component/Department/Unit: Operations Department/ Tbilisi Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To ensure the communication flow and timely information sharing of operational findings between the Operations Department in the Mission Headquarters and the Field Offices;
- To oversee the operational state of play of all three Field Offices and, through the HoOps, to keep the Mission Senior Management informed on all relevant operational developments;
- To plan and coordinate operational activities that require cross-departmental co-operation between the Field Offices;
- To maintain and update operational Standard Operating Procedures;
- To coordinate cross-departmental development processes and cross-departmental activities between the Operations Department in the Mission Headquarters and the Field Offices;
- To suggest amendments to Mission Operations for the effective implementation of the mandate;
- To co-ordinate training activities, in close cooperation with the Mission Training section, of all three Field Office;
- To conduct quantitative and qualitative analysis of inputs, originating from the Field Offices' operational activities, and state of play on mandate implementation;
- To liaise regularly with other Mission operational elements in the Field Offices and in the Mission Headquarters;
- To draft various operational instructions and other guiding documents as delegated by the HoOps;
- To support and contribute to the regular updating of the Mission Implementation Plan and the Mission Information Collection Plan;
- To support and contribute to the collection of the Mission's lessons learned, originating from, and having an effect on, Common Security and Defence Policy activities, from operational and tactical levels of planning and conduct.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Operational planning/project management experience, in a national or international context.

7. Desirable Knowledge, Skills and Abilities:

- Conceptual and strategic skills;
- Presentation skills;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Police Liaison Officer to the MIA and the SSSG/Mission Hotline Holder	Employment Regime: Seconded	
Ref. number: GEO OL 03d	Location: Tbilisi	Availability: 01 Sep 2026
Component/Department/Unit: Operations Department Tbilisi Component / Confidence Building Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Police Liaison Officer to the Ministry of Internal Affairs (MIA) and the State Security Service (SSSG) of Georgia /Mission Hotline Holder

2. Main Tasks and Responsibilities:

- To monitor, analyse and report on activities of the and the State Security Service (SSSG) of Georgia and the Ministry of Internal Affairs (MIA) as well as preparing and attending regular meetings;
- To act as first point of contact and to facilitate the flow of information between the Mission and the Georgian SSSG and MIA;
- To advise EUMM staff in Field Offices (FOs) on law enforcement matters and to conduct trainings as required;
- To coordinate police liaison activities of the EUMM Field Offices with MIA and SSSG authorities;
- To maintain working relationships with other international law enforcement and security sector actors in the GEO theatre, particularly with EU agencies and Tbilisi-based embassies;
- To provide strategic, substantive and technical advice to the HoM and/or Senior Management on all policing, law enforcement and security sector matters related to the implementation of the Mission's Mandate;
- To manage Previously Announced Visits by the Mission to the Georgian MIA and SSSG facilities in accordance with the Technical Arrangements between the institutions and the Mission, and to address possible infringement;
- To act as back-up EUMM Hotline Holder, liaising with counterparts from the SSSG and the occupied breakaway regions as appropriate;
- To maintain and update the Hotline Log database and dashboard, produce statistics and analytical summaries as requested;
- To analyse Hotline activations, identify patterns, and provide situational overviews and modus operandi;
- To provide support to the position of Military Liaison Officer to the Ministry of Defense (MoD) as required;
- To draft reports, briefings, analytical documents, planning materials, and operational instructions.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework equivalent to level 6 in the

European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area (e.g. Bachelor's Degree) OR equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Police, Law Enforcement, or Security Sector matters;

AND

- A minimum of 5 years of relevant professional experience after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to prioritise and manage a demanding workload;
- Strong analytical skills combined with good judgement;
- Ability to acquire and analyse useful information from a variety of sources, and good writing skills for drafting concise, accurate reports.

Position Name: Head of Facilities Management Unit	Employment Regime: Seconded	
Ref. number: GEO AL 03b	Location: Tbilisi	Availability: 01 Sep 2026
Component/Department/Unit: Mission Support Department/Logistics Section/ Facilities Management Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Facilities Management Unit reports to the Head of Logistics.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the Facilities Management Unit;
- To ensure the effective management of engineering, building management and maintenance within the Mission;
- To contribute to the long and medium term engineering/construction planning;
- To prepare engineering and construction budget estimates and monitor expenditures;
- Contract management, including preparation of technical specifications, terms of references, bill of quantities, technical drawings, other tender documents as required. Participation in bid evaluation, site inspections, on-site supervision of works and management of service, supply and works contracts;
- To administer lease contracts of all rented premises;
- To research, design, evaluate, install, operate, and maintain mechanical and electrical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles;
- To investigate equipment failures/difficulties, diagnose faulty operations and make recommendations for maintenance;
- To assist in drafting structural design of products, using drafting tools or computer-assisted design/drafting equipment and software;
- To recommend modifications to eliminate machine or system malfunctions;
- To coordinate maintenance and health and safety procedures, service schedules and supply of materials required to maintain machines and equipment.
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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 Engineering, Architecture,

Logistics, or other related field OR equivalent and attested police or/and military education or training or an award of an equivalent rank;

AND

- A minimum of 6 years relevant professional experience, out of which a minimum of 3 years of experience in coordination/team leader/management role, in the field of Facilities Management, Engineering, Architecture, Logistics, or other related fields, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Technical awareness with experience of a broad range of maintenance requirements;
- Logical analytical approach to solving problems using sound judgment and decision making methodologies;
- Skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects and activities;
- Ability to perform under stress and in difficult circumstances;
- Ability to mentor and motivate staff;
- Negotiating skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Extensive experience in applying and working with international standards, including ISO 41012:2017 (Facility Management), ISO 45001:2018 (Occupational Health and Safety Management) and ISO 14001:2015 (Environmental Management Systems);
- Experience in planning and implementing projects.

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;
- Familiarity with CAD software, including AutoCAD and ArchiCAD;
- Practical knowledge of field operations, contract execution and administration;
- Understanding of procurement and finance policies, practices and procedures;
- Knowledge of Georgian and/or Russian languages.

Position Name: Mission Security & Duty Officer	Employment Regime: Seconded	
Ref. Number: GEO SE 15 GEO SE 16	Location: Zugdidi Zugdidi	Availability: 17 Dec 2026 10 Dec 2026
Component/Department/Unit: Security and Duty of Care Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Mission Security & Duty Officer (MSDO) reports to the Senior Mission Security Officer. During an active Watchkeeping duty, the functional tasking and control will be conducted by the Field Office Operations Section.

2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To staff the WKC room in the FO and ensure an uninterrupted flow of information to and from the Field Offices and the MHQ using all means of communication;
- 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 effectively monitor the location and movement of all Mission members deployed in the Field Office (FO) AoR;
 - To ensure the collection, analysis, distribution and archiving of incoming security and operational reports and all other information sources;
 - To monitor the media/open sources and distribute relevant information in contribution to the situational awareness of the Mission;
 - To elaborate with FO's in-depth planning and execution of operations;
 - To support the preparation and disseminate situation summaries for the FO in a timely manner;
 - To review incoming messages and alerts, establish the level of urgency and inform relevant Mission Members accordingly;
 - To identify the need for follow up actions on information received and ensure they are taken expeditiously;
 - To ensure accurate registration of all activities particularly relating to incidents;
 - To alert and inform key FO operations and security personnel of important developments;
 - To provide trainings, briefings, presentations and exercises to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
 - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
- In the absence of Mission Security Officer, to liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
- In the absence of Mission Security Officer, to act as Field Office Advisor on Occupational Health & Safety (OHS) and Fire Safety matters;
- To travel to all Mission areas including high-risk areas as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Valid license for armoured vehicles or C or C1 Driving license;
- International experience, particularly in crisis areas with multinational and international organisations;
- Occupational Health & Safety and Fire Safety qualification.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Operations Team Leader	Employment Regime: Seconded	
Ref. Number: GEO ZT 05	Location: Zugdidi	Availability: 01 Sep 2026
Component/Department/Unit: Operations Department/ Field Office Zugdidi/ Operations Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's

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

AND

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO ZO 08a GEO GO 16 GEO MO 07a	Location: Zugdidi Gori/Mtskheta** Mtskheta/Gori**	Availability: 01 Sep 2026 01 Sep 2026 01 Sep 2026
Component/Department/Unit: Operations Department/ Field Offices Zugdidi, Gori and Mtskheta / Reporting and Analysis Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Field Office Analyst	Employment Regime: Seconded	
Ref. Number: GEO ZA 01a*	Location: Zugdidi	Availability: 28 Sep 2026
Component/Department/Unit: Operations Department/ Field Office Zugdidi	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To identify, analyse and report on political, stabilisation and socioeconomic trends and developments in the Area of Responsibility of the Field Office as they apply to the Mission mandate, aiming to increasing the situational awareness for the benefit of the Mission as well as the Member States;
- To perform an advisory function on political, stabilisation, socioeconomic and other relevant issues to the (D)HoFO;
- To maintain a situational overview of the challenges to security and the hybrid threat picture in the Field Office's Area of Responsibility, in coordination with the Senior Mission Analytical Capability (MAC) Analyst and other relevant Mission staff;
- To engage in the production of analytical products with other field-based analysts in coordination with the Senior MAC Analyst;
- To contribute to Mission reporting products, including Special Reports on relevant issues, in coordination with line management and the Senior MAC Analyst/Head of Political, Analysis, Reporting and Communication Department, as appropriate;
- To provide analysis that can support planning and internal decision-making processes and inform the operational and reporting requirements of the Mission;
- To conduct and coordinate open source monitoring and analyse qualitative / quantitative data, in accordance with the Mission mandate and specific priorities defined by MHQ in cooperation with the Field Office;
- To prepare concise, clear and accurate analytical reports based on the various sources of information available at Field Office level (from patrols, open sources, civil society meetings etc.) in coordination with the Field Office Reporting and Information Section;
- To identify, monitor and report on emerging and ongoing hybrid threats in Georgia and against the Mission, in coordination with the Senior MAC Analyst;
- To support Field Office management and MHQ in developing existing monitoring and reporting practices to efficiently support the participation of the Mission in confidence building and conflict resolution formats (Incident Prevention and Response Mechanisms, Geneva International Discussions);
- To recommend and develop topics for mandate-relevant thematic monitoring by the Mission;
- To contribute to security and threat assessments conducted by the Mission, as appropriate;
- To develop and maintain working methodology and relevant Standard Operating Procedures at Field Office level.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Good drafting and writing skills in the English language;
- Ability to work in a methodical manner;
- Understanding of team-work processes, and readiness to cooperate effectively with colleagues performing a variety of tasks;
- Skills and experience in the handling, processing and analysis of information from various sources.

6. Desirable Qualifications and Experience:

- Experience in an analytical role, particularly in crisis areas, with multi-national and international organisations;
- Experience in the analysis of emerging challenges particularly hybrid threats, environmental threats, and organised crime, preferably gained through work at a governmental agency or equivalent;
- Experience in conducting gender analysis;
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

- Excellent analytical skills;
- Working knowledge of Russian and/or Georgian language(s);
- Sound knowledge of the local and regional political landscape;
- Knowledge of gender mainstreaming.

Position Name: Monitoring Team Leader	Employment Regime: Seconded	
Ref. Number: GEO ZT 01 GEO GT 04 GEO MT 01 GEO MT 02	Location: Zugdidi (ABL Team) Gori/Mtskheta** (Human Security Team) Mtskheta/Gori** (ABL Team) Mtskheta/Gori** (Compliance Team)	Availability: 01 Sep 2026 01 Sep 2026 05 Oct 2026 01 Sep 2026
Component/ Department/Unit: Operations /Field Offices Zugdidi, Gori and Mtskheta	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Monitoring Team Leader reports to the Head of Field Office (HoFO).

2. Main Tasks and Responsibilities:

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

Compliance Team (CT)

- To advise and assist the HoFO on all aspects of the compliance of relevant security actors to military and police related technical arrangements;
- To plan and conduct compliance activities in coordination with the EUMM Senior Liaison Officer to GEO MIA (Ministry of Internal Affairs) and SSSG (State Security Service of Georgia) and the Liaison Officer to the MoD (Ministry of Defence);

Administrative Boundary Line Team (ABLT)

- To advise and assist the HoFO on all aspects of ABL-related Security, Compliance and Human Rights-related issues (including gender equality and women's rights) as well as his or her team's other thematic areas of work;

Human Security Team (HST)

- To advise and assist the HoFO on all aspects of Human Security issues (including human security, human rights, humanitarian, gender or other related issues) as well as his or her team's other thematic areas of work.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

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

4. Essential Qualifications and Experience:

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

Compliance Team

- The above professional experience should be acquired in law enforcement, or military service or in work related to police or military.

5. Essential knowledge, skills and abilities:

- Analytical capability and knowledge of information collection and analytical methods organisational, prioritisation, planning, and time-management skills;
- Report compilation, drafting and editing skills as well as database management;
- Demonstrates cultural and gender sensitivity and respect for diversity;
- Presentation and report writing skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- At least 3 years experience in an operational environment, e.g. crisis management, security actor, humanitarian or development field work, or in another relevant international work environment;
- Experience of working with civil society;
- Experience in establishing trust and building relationships with vulnerable women and men, Internally Displaced Persons (IDP's) and refugees;
- Experience in preparing action plans;
- Background and experience in gender and human rights issues;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid, etc.

Human Security Team

- Experience in working on land ownership issues, land disputes and property law;

7. Desirable knowledge, skills and abilities:

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

Compliance Team

- Knowledge of and familiarity with military equipment (ex-Soviet, Russian, and NATO);
- Knowledge of security operations, organisation and training doctrines (NATO, Russian);

Human Security Team

- Knowledge on property issues in post-conflict environment, irrigation, water access.

Position Name: Monitor with Additional Maritime Expertise	Employment Regime: Seconded	
Ref. Number: GEO ZM 20a	Location: Zugdidi	Availability: 01 Sep 2026
Component/Department/Unit: Operations Department/Field Office Zugdidi	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Head of Field Office	Employment Regime: Seconded	
Ref. number: GEO GO 01a*	Location: Gori/Mtskheta**	Availability: 01 Sep 2026
Component/Department/Unit: Operations Department/ Field Office Gori/Mtskheta	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration or other relevant discipline;
- International/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO GO 03a GEO MO 12 GEO MO 03a	Location: Gori/Mtskheta** Gori/Mtskheta** Gori/Mtskheta**	Availability: 01 Sep 2026 01 Sep 2026 07 Oct 2026
Component/Department/Unit: Operations Department/ Field Offices Mtskheta and Gori	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Operations Officer reports to the Deputy Head of Field Office.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Monitor	Employment Regime: Seconded	
Ref. Number: See page 1&2	Location: Zugdidi/Gori/Mtskheta	Availability: See page 1&2
Component/Department/Unit: Operations Department/Field Offices Zugdidi, Gori & Mtskheta	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Experience of working with civil society;

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

7. Desirable Knowledge, Skills and Abilities:

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

SECONDED/CONTRACTED POSITIONS

Position Name: Operations Technical Analyst	Employment Regime: Secoded/contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: GEO OI 02a	Location: Tbilisi	Availability: 01 Sep 2026
Component/Department/Unit: Operations Department/ Tbilisi Component/Technical Support Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Operations Technical Analyst reports to the Head of Operations (HoOps).

2. Main Tasks and Responsibilities:

- To store, manage and update the Mission operational findings from a variety of sources, including ground-based patrols, various sensor types, satellite imagery, open source findings and technical monitoring tools deployed in the Mission area;
- To process and enhance imagery and operational data as required for analysis;
- To advise Operations Management on technical information management and maintaining geographical information, imagery analysis and operational findings;
- To prepare technical analysis reports to assess short and long term trends based on collected data;
- To contribute to the production of reports as requested by HoOps;
- To support and to deputise for the Geographical Information System Officer during his/her absence;
- To supply technical advice to the Mission's Procurement section on technical monitoring tools, information collection, storage, retrieval and analysis products and/or services, and to participate, as appropriate, in relevant procurement processes;
- To design and conduct training to Mission staff concerning technical analysis and information management.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
AND
- A minimum of 5 years of relevant professional experience in technical data analysis, imagery analysis, geographical information analysis, intelligence or similar related area in the security, defense, humanitarian or peacekeeping fields, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Working knowledge of GIS software;
- Understanding of, and experience in, analytical applications and software (Excel, Power BI etc.);
- Knowledge of different data collection tools (satellite imagery etc.);
- Ability to brief complex plans comprehensively, accurately and coherently;
- Prioritisation and workload management skills in a time-pressured environment;
- Analytical, organisational, planning, and time-management skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Official Certification in IMINT and/or GEOINT analysis;
- Experience of digital imagery processing and analysis using optical and/or non-optical sensors.

7. Desirable Knowledge, Skills and Abilities:

- Russian and/or Georgian Language.

Position Name: Head of Finance	Employment Regime: Seconded/contracted	Post Category for Contracted: Expert
Ref. Number: GEO AF 01c*	Location: Tbilisi	Availability: 01 Sep 2026
Component/Department/Unit: Mission Support Department/Finance Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Finance Unit;
- 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 approve financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting;
- To limit financial risk by taking action and evaluate the local banking infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the relevant supervising authorities and all other relevant actors;
- To ensure that external audits are carried out and their recommendations implemented;
- To coordinate the preparations for the Missions' periodical budget, and liaise with the Civilian Operations Headquarters (CivOpsHQ) and Foreign Policy Instrument (FPI);
- To identify goods and services required to improve the efficiency of the unit and define the technical requirements for procurement;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects, including physical and electronic security of funds, and active, archived documents and transactions;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank;

AND

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

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software.

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 current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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