

EUROPEAN EXTERNAL ACTION SERVICE



European Union Mission in Armenia (EUM Armenia) 3-2026 Call for Contributions

Annex 1 – Requirements and Job Descriptions

All positions listed hereunder are open to applications from candidates seconded¹ by EU Member States.

Post Ref.:	Post Title:	Location:	Availability:	Open to	
				Contracted Applications ²	Third States ³
ARM 11	Human Resources Officer	Yeghegnadzor	20 Feb 2027	-	-
ARM 13	Brussels Support Element (BSE) Policy and Liaison Officer	Brussels	ASAP	-	-
ARM 16	Finance Officer	Yeghegnadzor	ASAP		-
ARM 18	Head of Procurement	Yeghegnadzor	ASAP	YES	
ARM 28	Verification Officer	Yeghegnadzor	ASAP		
ARM 30	Legal Adviser	Yeghegnadzor	15 Feb 2027		
ARM 33	Medical Adviser	Yeghegnadzor	ASAP	Yes	
ARM 34	Operations Team Leader	Yeghegnadzor	17 Mar 2027		
ARM 40	Monitor (12)	Martuni	01 Apr 2027		
ARM 43		Yeghegnadzor	01 Apr 2027		
ARM 44		Ijevan	23 Apr 2027		
ARM 48		Kapan	01 Apr 2027		
ARM 60		Kapan	18 Jan 2027		
ARM 63		Ijevan	17 Mar 2027		
ARM 99		Goris	27 Apr 2027		
ARM 128		Ijevan	16 Feb 2027		
ARM 129		Ijevan	17 Jan 2027		
ARM 139		Yeghegnadzor	ASAP		
ARM 141		Jermuk	10 Mar 2027		
ARM 148		Kapan	03 May 2027		
ARM 72	Internal Auditor	Yeghegnadzor	ASAP		
ARM 76	Human Rights Adviser	Yeghegnadzor	13 Jan 2027		Yes
ARM 77	Gender Adviser	Yeghegnadzor	ASAP		Yes
ARM 79	Project Manager EU Confidence Building Facility	Yeghegnadzor	07 Feb 2027		

ARM 80	Mission Analytical Capability (MAC) Analyst	Yeghegnadzor	ASAP		
ARM 81	Planning and Evaluation Officer	Yeghegnadzor	20 Feb 2027		
ARM 82	Senior Reporting Officer	Yeghegnadzor	ASAP		
ARM 86	Transport Officer	Yeghegnadzor	ASAP		
ARM 94	Monitoring Deputy Team Leader	Ijevan	03 Apr 2027		
ARM 95		Kapan	ASAP		
ARM 97		Yeghegnadzor	ASAP		
ARM 104	Mission Security Officer	Yeghegnadzor	01 Feb 2027		
ARM 111		Martuni	11 Feb 2027		
ARM 108	Security Operations Room Officer	Yeghegnadzor	05 Feb 2027		
ARM 121	Operations Officer	Yeghegnadzor	28 Apr 2027		
ARM 126	Reporting Officer	Yeghegnadzor	02 Feb 2027		
ARM 155*	Press and Public Information Officer	Yeghegnadzor	13 Mar 2026		
ARM 161	Facilities Management Officer	Yeghegnadzor	ASAP		
ARM 163	Head of Transport	Yeghegnadzor	ASAP		

¹Seconded candidates are candidates who hold the citizenship of an EU Member State and have been endorsed by their National Seconding Authority (NSA) as well as validated in their database. Candidates interested in applying as seconded for vacant posts should contact their respective NSA for information on the application process and national eligibility criteria. Please note that CivOpsHQ and the Mission are unable to provide further information on National Seconding Authorities.

²When 'YES' is indicated, this post is, in addition to seconded, open to candidates holding the citizenship of an EU Member State applying under Contracted Employment Regime.

³When 'YES' indicated, this post is open to seconded candidates holding a citizenship of a Non-EU state considered a Contributing or Invited Third State (CTS) to the respective Mission.

Deadline for Applications | Wednesday, 11 November 2026, 17:00 CET

How to submit an application:

- **You hold the citizenship of an EU Member State** and must use Goalkeeper to apply following the indicated links; either:
 - a) You are already registered on Goalkeeper AND you have an associated EU Login: <https://goalkeeper.eeas.europa.eu/registrar/web>
 - b) You do not have a Goalkeeper account nor an associated EU Login: <https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do>
- **You do not hold the citizenship of an EU Member State.** Candidates who hold the citizenship of a non-EU Contributing Third State (CTS) may only be considered when they are seconded by their National Seconding Authority (NSA). Personal applications will not be accepted. Candidates should contact their NSA and submit their application form through this channel.

For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):

Ms Tanja HERTOGHE
CivOpsHQ-HR-EUM-Armenia@eeas.europa.eu
+32 (0)2 584 21 91

* The post might become available earlier, subject to the End of Mission confirmation.

Low/Moderate/Significant Threat Non-Family Mission

EUM Armenia bears a Low/Moderate/Significant Threat Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility.

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.

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).

Seconded personnel from Contributing Third States (CTS) – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to 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 is in addition limited to a maximum duration of 24 months. There is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

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

Specificities for high or critical threat missions

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

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

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

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of duty/contract period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

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

I. GENERAL CONDITIONS

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

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

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

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

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

II. REQUIREMENTS

II.A Essential requirements

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

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

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

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

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

Skills and abilities

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

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

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

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

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

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

II.B Desirable requirements

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

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

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

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

Driving licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

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

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

Required Personnel Security Clearance (PSC) or Certificate of Good Conduct – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected seconded 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**) to their relevant National Seconding Authority. Selected contracted candidates present the certificate to the mission.

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 date of 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 Heads of Security and Health 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 should be certified, stating that no imminent 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 – Only applications in English or French language will be considered, and when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated AF.

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.

Artificial Intelligence (AI) – Interviews and written tests/assignments must reflect candidate's own capability and work. Use by the candidate of AI tools, including but not limited to chatbots (such as, for example, Chat Generative Pre-trained Transformer known as ChatGPT), or any

other language generating or automated system capable of producing and refining written or oral submissions, is forbidden during interviews and written tests/assignments.

This prohibition includes, but is not limited to:

- Using assistance in formulating answers during interviews (such as real-time AI interview assistants)
- Generating or refining responses for any written tests/assignments.

Use of such tools may result in termination of the interview and/or written test/assignment, and subsequent non-selection or rejection without further consideration. The decision on the consequence of using AI is at the discretion of the EEAS / CivOpsHQ and civilian CSDP Missions. They also reserve the right to take appropriate further steps in such cases. CivOpsHQ and civilian CSDP Missions reserve the right to perform checks during interviews and written tests/assignments to identify the use of such tools.

Identity Verification – Candidates are requested to bring a valid identification document (e.g. a national identity card, passport, or driving license) to the interview. The identity may be verified at the beginning of the interview. The document or data contained therein will not be stored.

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://securitylearning.eeas.europa.eu/>.

HEAT Training– For positions in the Forward Operating Bases (FOB) of EUM Armenia as Low/Moderate/Significant threat mission and for high/critical threat missions/areas of operations, selected candidates must have undergone a Hostile Environment Awareness Training (HEAT), or a national equivalent, no more than five years earlier. What is considered a recognised HEAT course, or its national equivalent, will be assessed in terms of content, duration and methodology, towards the curriculum agreed by the European Security and Defence College (<https://esdc.europa.eu/en/listapi/2026-096%20ESDC%20Course%20Curriculum%2048.a%20HEAT.pdf>). For other Operations and Security and Duty of Care positions a Hostile Environment Awareness Training (HEAT) is recommended. In any case, regarding secondments, the necessary training is the responsibility of the seconding authorities.

In case of short-term deployments (e.g. Visiting Experts, Specialised Teams, Civilian Response Teams) for high/critical threat missions/areas of operations, the mandatory HEAT requirement may –following a thorough case-by-case assessment by CivOpsHQ– be substituted with alternative preparatory and risk-mitigation measures or trainings. These measures may be implemented either by the seconding agency before deployment or upon arrival through the Mission's own protocols. Nonetheless, the overall objective remains that these selected candidates should, as feasible, receive full HEAT certification or its national equivalent in accordance with the standards outlined above.

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 regards 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).

Position Name: Human Resources Officer	Employment Regime: Seconded	
Ref. Number: ARM 11	Location: Yeghegnadzor	Availability: 20 Feb 2027
Component/Department/Unit: Chief of Staff/Human Resources	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

AND

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to prepare HR communications appropriate to the audience;
- Familiar with Enterprise Resource Planning (ERP) systems;
- Knowledge of Russian and/or Armenian language skills.

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical and reporting skills;
- Networking skills;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of international actors in the field of crisis management.

Position Name: Finance Officer	Employment Regime: Seconded	
Ref. Number: ARM 16	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Mission Support/ Finance	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Finance Officer reports to the Head of Finance.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Armenian language skills

Position Name: Head of Procurement Unit	Employment Regime: Seconded / Contracted	Post category for Contracted Regime: Expert
Ref. Number: ARM 18	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Mission Support/Procurement	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Procurement Unit reports to the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Procurement Unit;
- To coordinate the Mission contracting and procurement processes in accordance with EU established professional and transparent procurement policies, rules and procedures;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide support related to contracting and procurement matters to other units within the Mission;
- To develop professional relationships with the European Commission and other actors involved in the process in Brussels HQ;
- To develop professional relationships with procurement colleagues in other Missions to share best practices in the area of procurement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To identify and promote opportunities for environmental sustainability in procurement processes, in line with EU policies;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 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 using legally established professional and transparent procurement policies, rules and procedures;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- University and/or master's degree in management, business or public administration/law/procurement/supply chain or other related or relevant field;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Procurement 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 the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
- Knowledge of sustainable public procurement;
- Knowledge of Russian and/or Armenian language skills.

Position Name: Verification Officer	Employment Regime: Seconded	
Ref. Number: ARM 28	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Head of Mission	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Verification Officer reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To execute ex-ante checks put in place by the Authorising Officer, in coordination with Finance, Procurement and Human Resources Units and other Mission Units;
- To ensure each expense is in line with criteria of eligibility and requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To inform project managers/task officers on the authorising and validation process;
- To contribute to the training of Mission members as required.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical, research and problem-solving skills;
- Proficiency in at least one accounting software and Microsoft applications especially Excel;
- Attention to detail and ensure reliability and accuracy in the delivery of tasks;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Degree or certificate in economics / business or public administration / management / accounting or other related field;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge and/or experience in strategic management and/or public administration;
- Knowledge of Russian and/or Armenian language skills.

Position Name: Legal Adviser	Employment Regime: Seconded	
Ref. Number: ARM 30	Location: Yeghegnadzor	Availability: 15 Feb 2027
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To provide legal expertise and advice to Mission management pertaining to the Mission and its legal framework, status and mandate;
- To exercise oversight in all legal aspects of Mission operations, including contracts related to legal or financial issues, contracts of employment and other administrative legal issues;
- To liaise with international and local stakeholders on legal issues;
- To coordinate and cooperate with Civilian Operations Headquarters and the European Commission Foreign Policy Instruments on legal matters;
- To advise the Head of Mission and Head of Mission Support on the legal aspects of contracts related to the Mission premises, communications, IT, procurement including purchase agreements, service agreements, lease agreements, administrative arrangements, Memorandums of Understandings and special service agreements;
- To advise the Chief of Staff and Head of Human Resources on legal issues related to selection, recruitment, employment contracts and secondment etc.;
- To provide advice on the status of the Mission on privileges and immunities etc.;
- To draft agreements with other actors such as EU Delegations and other international organisations, Common Security and Defence Policy Missions and operations, EU agencies, host country authorities and NGOs etc.;
- To oversee project implementation from the legal perspective;
- To provide legal advice, guidance and training to Mission members regarding the local legal system and legislation;
- To liaise and coordinate with other relevant domestic bodies concerning legal matters;
- To advise on Mission Personal Data Protection and act as Missions Personal Data Protection Adviser;
- To coordinate access to document requests and reply to Ombudsman complaints;
- To monitor the legal internal consistency of policies and the consistency with EU law;
- To prepare legal advice and assistance on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Mission on disciplinary matters;
- To draft assessments and recommendations in relation to internal disciplinary and administrative proceedings;
- Ensure compliance with and provide clarifications on Civilian Operations Commander (CivOpsCdr) instructions, EU legislation, Mission internal rules, including Standard Operating Procedures and their drafting;
- To deliver training material on legal issues to the Mission and other organisations.

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 plan and carry out training related to general legal issues;
- 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 in law OR a qualification in the National Qualifications Framework in law 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 in law, e.g. Master's Degree;
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Experience in legal administrative issues (i.e. contracts, etc.);
- Excellent drafting skills;
- Proficient 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:

- Armenian and/or Russian language skills.

Position Name: Medical Adviser	Employment Regime: Seconded / Contracted	Post category for Contracted Regime: Mission Support Management Level (MSML)
Ref. number: ARM 33	Location: Yeghegnadzor	Availability: ASAP
Component/Department/ Unit: Security and Duty of Care Department	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

Medical Adviser reports to the Senior Medical Adviser.

2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission and the Senior Mission Security Officer on all medical/welfare matters;
- To act as a focal point for the Mission Critical Incident Staff Assistance/Peer support programme and psychosocial/welfare matters;
- To deputise for the Senior Medical Adviser;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to plans and policies on all medical issues/health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission members especially with regards to operational planning; decision making processes and resulting orders and documents;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if Mission members are in need of (advanced) medical treatment due to illness or an emergency, in close cooperation with the medical practitioner in attendance;
- To coordinate and monitor the medical evacuation of staff as per Contingency Plans and SOPs, in close cooperation with healthcare providers and the Mission insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To coordinate and perform Medical Briefings and First Aid Trainings, besides other medical training as required for all Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- As instructed by the SMA to take on responsibility for any task or function within the Medical Unit, such as everyday medical activities including; daily routines, hygiene measures, maintaining of the pharmacy, ordering and procurement of medication, services and other supplies, stocktaking or management of the on-call roster;
- Maintain meticulous medical and statistical records on all patient assessments, treatment and care, prescription of medicine;
- To maintain essential equipment in an operational state, such as ensuring the contents of all Mission First Responder and Trauma Kits are correct and up-to date, medical equipment is tested and functional to ensure all equipment is up to date and working.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Medicine (Medical Doctor) from a recognised Medical School;
- To have a current license to practice medicine in Europe from a recognised Medical School;
- The qualification should be in Medicine;
OR
- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree in Nursing AND a minimum one-year post-graduate qualification attested by diploma in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care;
AND
- After fulfilling the educational requirements, a minimum of 4 years relevant clinical experience, e.g. A&E (Acute and Emergency) OR Pre-hospital or Anaesthesia/Intensive Care or Primary Care, out of which 2 years at management level or in the field of medical planning and administrative procedures;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

5. Essential Knowledge, Skills and Abilities:

- Knowledge in drafting Standing Operational Procedures, medical planning documents, and decisions notes;
- Extensive knowledge of emergency medicine;
- Highly resilient and willing to work extra hours when required;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Flight Medical and/or MEDEVAC experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS);
- Valid license for armoured vehicles or C or C1 Driving license;
- Experience in delivering medical training in emergency medicine, trauma and health care.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Armenian language skills.

Position Name: Operations Team Leader	Employment Regime: Seconded	
Ref. Number: ARM 34	Location: Yeghegnadzor	Availability: 17.03.2027
Component/Department/Unit: Operations Department	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Operations Team Leader reports to the Head of Operations.

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

AND

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

5. Essential Knowledge, Skills and Abilities:

- Ability to 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: minimum B2 (Independent User).

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 Armenian language skills.

Position Name: Monitor	Employment Regime: Seconded	
Ref. Number: See page 1	Location: See page 1	Availability: See page 1
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Monitor reports to the Monitoring Team Leader.

2. Main Tasks and Responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate and regulations;
- To monitor, analyse and report on issues pertaining to the situation in the Forward Operating Base Area of Operations, in line with the various components of the Mission mandate;
- To contribute to the production of accurate and objective reports and to make recommendations for improvement, as necessary;
- To monitor and report on human rights and gender issues relevant for the Mission mandate;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To assist, advice and update the Line Manager on critical or emergency incidents/events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To lead patrols or other activities as assigned by the Monitoring Team Leader/ Deputy Monitoring Team Leader.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to drive vehicles with manual transmission on rough terrain;
- Ability to acquire, analyze and manage information from a variety of sources;
- Basic understanding of topographic maps, colours, symbols and scales;
- Basic understanding of documentation with camera;
- Basic understanding of radio communication English;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience working with local and international civil society organizations (CSOs) to assess, monitor, and report on human security concerns in conflict-affected regions;
- International experience, particularly in crisis areas with multinational and international organisations;
- Valid license for armoured vehicles and/or C or C1 driving license

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Armenian language skills.
- Basic understanding of mapping tools
- Basic understanding of Microsoft Office Suite: Microsoft Word and Microsoft Power Point

Position Name: Internal Auditor	Employment Regime: Seconded	
Ref. Number: ARM 72	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Internal Auditor reports to the Head of Mission and acts independently in the Mission's interest.

2. Main Tasks and Responsibilities:

- To advise the Head of Mission and all concerned parties on dealing with risks and provide independent advice on quality control systems and processes;
- To advise and assist the Head of Mission to ensure compliance with internal control standards;
- To assist and promote sound financial management;
- To assist the Head of Mission in identifying and controlling significant risks related to the achievement of the Common Security Defence Policy (CSDP) Mission objectives;
- To evaluate adequacy of management control systems, the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To be responsible for planning and conducting financial systems and performance audit controls;
- To establish a risk based ex-post financial control function to be performed in compliance with recognised audit standards and applicable rules;
- To develop a risk based audit programme for validation by the Mission management;
- To draft audit procedures and methods to meet the objective of audit engagements;
- To prepare high quality operational audit reports, present findings and recommendations on actions taken;
- To ensure financial operations are legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To design and establish risk mitigation systems and Mission financial circuits to improve compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of policies, systems and procedures particularly in relation to administrative functions;
- To examine if resources are used efficiently and economically to achieve effective results;
- To operate in accordance with relevant rules and regulations and internationally established professional internal auditing standards;
- To prepare an annual audit report containing a summary of the number and type of internal audits, a synthesis of the recommendations and the actions taken;
- To make recommendations to the Mission management to improve efficiency and effectiveness of Mission operations.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

AND

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

5. Essential Knowledge, Skills and Abilities:

- Ability to deliver high-quality reports and make recommendations;
- Analytical, research and problem solving skills;
- Knowledge of audit and accounting principles;
- Experience working with financial/accounting/audit management software;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Master's degree in Economics, Accounting, Audit, Finance, or other related field;
- Experience in setting up an internal audit capability in a complex organisation;
- Knowledge of relevant EU rules and regulations;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or a recognised internal, external audit/accountancy certification or professional qualification, such as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Armenian language skills.

Position Name: Human Rights Adviser	Employment Regime: Seconded	
Ref. Number: ARM 76	Location: Yeghegnadzor	Availability: 13 Jan 2027
Component/Department/Unit: Chief of Staff	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on human rights standards 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 contribute to the development and regular updating of the Mission Implementation Plan (MIP) and other key Mission guiding documents;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise the Head of Mission on human rights due diligence framework;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Mission Gender Adviser, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures;
- To provide training to Mission members on human rights mainstreaming and human rights due diligence;
- To coordinate with other EU actors in the host state to ensure an integrated approach.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

AND

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Armenian and/or Russian language skills

Position Name: Gender Adviser	Employment Regime: Seconded	
Ref. Number: ARM 77	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Chief of Staff	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line

The Gender 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 for gender equality, mainstreaming and WPS related dimensions;
- To advise on the integration of a gender perspective and mainstreaming issues within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and UN Security Council Resolutions on-WPS;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP) and other key Mission guiding documents;
- In coordination with the Mission's operational components, advise on the promotion of gender equality and gender-sensitive policy among host state authorities in order to ensure that these aspects are integrated while being consistent in the Mission's Implementation Plan (MIP);
- To coordinate the Mission Gender Focal Point network;
- To monitor and analyse the gender equality situation and gender relations, including the implementation of the Women, Peace and Security agenda, in the host state;
- To advise on the development and content of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating gender perspective throughout the SOPs;
- To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the WPS agenda;
- To contribute to Mission's reporting and information flow on gender equality related aspects;
- To contribute to the identification and reports on lessons identified/learned and best practices within the field of gender equality and WPS;
- To support the induction training of Mission's staff members as required;
- To work proactively ensuring that the mission leadership and key staff are up to date with the gender equality related situation in the mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda.

3. General Tasks and Responsibilities:

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

- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and ability to conduct gender analysis;
- Negotiations skills;
- Proactive in developing strategies to accomplish objectives;
- Pedagogical/training skills;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Successfully completed one of the established training courses for gender advisors;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Armenian language skills.

Position Name: Project Manager, EU Confidence Building Facility	Employment Regime: Seconded	
Ref. Number: ARM 79	Location: Yeghegnadzor	Availability: 07 Feb 2027
Component/Department/Unit: Chief of Staff	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To manage the EU Confidence Building Facility (CBF), a funding programme for small projects aiming to promote confidence building within Armenia. Established in 2015, the programme is open to registered organisations, companies and other legal entities active in all spheres of society, with the aim of bringing people together in accordance with the OPLAN and other relevant planning documents;
- To manage the projects identified by the operational units and assist in their development, implementation and reporting;
- To manage the budget proactively and to ensure that funds are spent in compliance with the OPLAN and relevant planning documents;
- To oversee overall grants flow process, to document procedures, and to manage all aspects of process implementation;
- To facilitate grant application processes, in compliance with the EU Financial Regulation and procurement (PRAG), in co-operation with the Mission's Procurement Section;
- To develop and provide instruction on grants administration policies, procedures and guidelines to grants recipients;
- To identify, assess, and propose activities relevant for confidence building in the local and regional context, and to provide advice on the feasibility and sustainability of projects;
- To ensure that the activities are properly coordinated within the Mission as well as with external stakeholders;
- To manage, evaluate and report on all aspect of the projects; to ensure that activities are implemented in line with plans, and to monitor, evaluate and to contribute to learn lessons;
- To maintain a network of contacts within the Mission and across Armenia, including International Organizations, local NGOs and others;
- To identify, analyse and report on incidents and risks pertaining to the programme;
- To ensure that the programme is up to date on legal issues in the operating environment;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To contribute to talking points, prepare and give presentations; to prepare presentations on behalf of others; to take meeting minutes;
- To keep the Mission management informed on progress and challenges;
- To contribute to Mission reporting on Confidence Building;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP) and other key Mission guiding documents;
- To undertake any other related tasks as requested by the Line Manager(s).

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree;
- AND**
- A minimum of 4 years of relevant professional experience, (including planning, implementation and evaluation of projects) after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities:

- Proven experience in project/programme management;
- Teamwork and problem-solving skills;
- Project/programme management skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;
- Time management skills and the ability to prioritise;
- Conflict sensitive approach.

6. Desirable Qualifications and Experience:

- Experience in grant management;
- Experience in Civil Society support;
- Experience in peace building and/or confidence building efforts;
- International experience, particularly in a conflict/post conflict environment.

7. Desirable knowledge, skills and abilities:

- Knowledge of and/or experience in working with EU Financial Regulations and procurement (PRAG);
- Knowledge of the European Union policies and institutions, particularly CFSP and CSDP;
- Knowledge of the socio-political context and the civil society sector in the South Caucasus; Ability to work both independently as well as a member of a team;
- Knowledge of Russian and/or Armenian language skills.

Position Name: Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: ARM 80	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Chief of Staff	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 disinformation 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 contribute to the development and regular updating of the Mission Implementation Plan (MIP) and other key Mission guiding documents;
- To manage Mission interaction with EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity including the Hybrid Fusion Cell.

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 capabilities and knowledge of information collection;
- Writing and reporting skills;
- English language skills: minimum C1 (Advanced User).

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 open-source intelligence course;
- Experience in analysing hybrid threats and other emerging threats;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Armenian language skills.

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: ARM 81	Location: Yerevan/Yeghegnadzor	Availability: 20 Feb 2027
Component/Department/Unit: Chief of Staff	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Armenian language skills.

Position Name: Transport Officer	Employment Regime: Seconded	
Ref. Number: ARM 86	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Mission Support/Logistics	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Transport Officer reports to the Head of Transport.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

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

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the fields of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or other related field) OR equivalent and attested police and/or military education or training or an award of an equivalent rank;

AND

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

5. Essential Knowledge, Skills and Abilities:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of using electronic Fleet Management and fleet tracking software;
- Valid license for armoured vehicles and/or C or C1 driving license.
- In depth knowledge of Microsoft Excel or equivalent;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Armenian language skills.

Position Name: Monitoring Deputy Team Leader	Employment Regime: Seconded	
Ref. Number: ARM 94 ARM 95 ARM 97	Location: Ijevan Kapan Yeghegnadzor	Availability: 03 Apr 2027 ASAP ASAP
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Monitoring Deputy Team Leader (MDTL) reports to the Monitoring Team Leader (MTL).

2. Main Tasks and Responsibilities:

- To deputise for Monitoring Team Leader and support the work of the Forward Operating Base under the guidance of the Monitoring Team Leader;
- To lead the Monitoring Team to which they are assigned;
- To communicate and monitor achievement of operational objectives by the Monitoring Team, and to act as first Line Manager for Monitors in his/her team;
- To ensure the timely flow of information;
- To analyse patrol findings alongside previously recorded information to monitor trends, developments, information gaps and to plan further patrol tasking;
- To guide and to oversee the tasks of team members including Patrol Leaders;
- To contribute to the production of accurate and objective reports and to make recommendations for improvement, as necessary;
- 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 ensure that patrols are planned and carried out in accordance with guidelines, directions and Mission Standard Operating Procedures;
- To supervise, participate in and lead FOB patrols on the ground on a weekly basis, as assigned by the Monitoring Team Leader;
- 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.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential knowledge, skills and abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Knowledge of organisational, prioritisation, planning, and time-management;
- Report compilation, drafting and editing skills as well as database management;
- Presentation and report writing skills;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable knowledge, skills and abilities:

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

Position Name: Mission Security Officer	Employment Regime: Seconded	
Ref. Number: ARM 104 ARM 111	Location: Yeghegnadzor Martuni	Availability: 01 Feb 2027 11 Feb 2027
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 Officer reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To review and update Regional Security Plan;
- To be main Focal Point for Early Warning Indicators at the Forward Operating Base;
- To be the Medical Focal Point for Forward Operating Base and cooperate with Medical team;
- To develop, update and maintain Regional Security Risk Register;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security-related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union
 - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
 - To ensure all security and communications equipment is operational and ready to use;
 - To raise security awareness and to build security culture of Mission Members by conducting regular briefings, exercises, trainings, drills, communication tests and evacuation exercises;
 - To proactively cooperate with Mission Security Officer/Field Security Instructor in design and implementation of briefings, trainings and exercises;
 - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
 - To liaise and cooperate with national law enforcement agencies, international organizations, NGOs, other EU bodies and diplomatic representatives on security matters;
 - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
 - To travel to all Mission areas including high-risk areas as required.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

AND

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid category C1 or C driving licence and/or specialised training in driving armoured and/or 4x4 vehicles.;
- Successful completion of EU Mission Security Officer Course;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security;
- Knowledge of Russian and/or Armenian language skills.

Position Name: Security Operations Room Officer	Employment Regime: Seconded	
Ref. Number: ARM 108	Location: Yeghegnadzor	Availability: 05 Feb 2027
Component/Department/Unit: Security and Duty of Care Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
- To run the Missions Security Operation Room and ensure its effectiveness and continuous operation;
- To contribute to the development, review and implementation of relevant Standard Operating Procedures (SOPs), Contingency Plans and other security procedures;
- To ensure effective monitoring of Mission personnel deployed in the field including their movements and status;
- To ensure the collection, verification, analysis, dissemination and archiving of incoming security and operational information and reports;
- To monitor the media and relevant open sources, identify security-related developments and contribute to the Mission's situational awareness and early warning;
- To prepare and disseminate timely situation summaries, security updates, alerts and other security-related information products;
- To review incoming messages and alerts, assess their relevance and urgency and promptly inform or escalate them the relevant Security personnel and management in accordance with established procedures;
- To ensure the proper registration, documentation, monitoring and follow-up of security-related incidents and activities;
- To support the coordination of the Mission's response to security incidents and emergencies and maintain operational communication with relevant Mission elements;
- To support the SMSO (or his/her deputy) in his/her daily tasks and during security incidents and emergencies;
- To conduct the roles and responsibilities of a Mission Security Officer, as required;
- To promote a positive, gender-equal and inclusive working environment in accordance with the EU values.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

AND

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

5. Essential Knowledge, Skills and Abilities:

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Organisational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Previous experience in a Security Operations Room, Operations Centre, Command and Control Centre of similar operational environment;
- Previous experience in security information analysis, incident management, crisis management and/or emergency response;
- Previous experience in security reporting, incident notification and maintaining situational awareness in fast-changing operational environment.
- Previous work experience in the region;
- Previous international experience in CSDP Missions or multi-national/international organisations;
- Valid category C1 or C driving licence and/or specialised training in driving armoured and/or 4x4 vehicles.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. Number: ARM 121	Location: Yeghegnadzor	Availability: 28 Apr 2027
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To plan, task and oversee the implementation of all patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To produce awareness briefings and to manage the communication flow between the OPS Office in OPS Department and the Forward Operating Bases (FOB) by briefing staff and compiling reports so that all OPS Department personnel are kept informed and updated on events;
- To handle incidents and events in the Area of Operations as part of the incident management structure;
- To suggest amendments to Mission Operations for the effective implementation of the mandate through the chain of command;
- To plan and/or co-ordinate training activities;
- To conduct quantitative and qualitative analysis of inputs originating from the operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission, through the chain of command, to the Mission's operational headquarters;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To observe the movements of the patrols throughout the Mission Area of Operations (AoO) by following up with the patrol plans and recording the locations reported from the ground;
- To receive, log and follow the real time reports of the patrols and to report the developments on the ground to the OPS TL.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to drive vehicles with manual transmission on rough terrain;
- Ability to acquire, analyse and manage information from a variety of sources;
- Basic understanding of topographic maps, colours, symbols and scales;
- Report compilation, drafting and editing skills as well as database management;
- Organisational, prioritisation, planning, and time-management skills;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience working with local and international civil society organizations (CSOs) to assess, monitor, and report on human security concerns in conflict-affected regions;
- International experience, particularly in crisis areas with multinational and international organisations;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Armenian language skills.

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: ARM 126	Location: Yeghegnadzor	Availability: 02 Feb 2027
Component/Department/Unit: Chief of Staff/ Planning, Reporting and Evaluation Section.	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line

The Reporting Officer reports to the Head of Planning, Reporting and Evaluation Section.

2. Main Tasks and Responsibilities:

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

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 operation;
- To process, analyse and report on all operational findings from the Forward Operating Bases within the Operations department;
- To maintain close working relationships with Forward Operating Bases to verify facts and ensure submission of high-quality information;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Sound judgment in identifying priority issues from information received;
- Ability to synthesize information;
- Knowledge of Russian and/or Armenian language skills.

Position Name: Press and Public Information Officer	Employment Regime: Seconded	
Ref. Number: ARM 155*	Location: Yeghegnadzor	Availability: 13 Mar 2027
Component/Department/Unit: Chief of Staff Office/ Press and Public Information	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Facilities Management Officer	Employment Regime: Seconded	
Ref. Number: ARM 161	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Mission Support/Logistics	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Facility Management Officer reports to the Head of Logistics.

2. Main Tasks and Responsibilities:

- To assist the Head of Mission Support and the Head of Logistics in the overall management of engineering, building management and related maintenance;
- To contribute to the long and medium term engineering/construction planning;
- To prepare engineering and construction budget estimates and monitor expenditure;
- To oversee projects implemented by contractors including project development design, preparation of plans, specifications, tender documents and supervision of works, services and supply;
- To specify system components and direct modification of products to ensure conformance with engineering design and performance specifications;
- To research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements/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 oversee installation, operation, maintenance and repair of machines and equipment;
- To recommend modifications to eliminate machine or system malfunctions;
- To estimate engineering, construction or extraction project costs and prepare contracts for works, services and supply;
- To coordinate maintenance and safety procedures, service schedule and supply of materials required to maintain machines and equipment.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the fields of Transport, Logistics, Engineering or other related field OR equivalent and attested police and/or military education or training or an award of an equivalent rank;

AND

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

5. Essential Knowledge, Skills and Abilities:

- Technical awareness with experience of a broad range of maintenance requirements;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Practical knowledge of field operations, contract execution and administration;
- Understanding of procurement policies, practices and procedures;
- Knowledge of Russian and/or Armenian language skills.

Position Name: Head of Transport	Employment Regime: Seconded	
Ref. Number: ARM 163	Location: Yeghegnadzor	Availability: ASAP
Component/Department/Unit: Mission Support/Transport	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Transport Unit;
- To be responsible for managing the Mission transportation and advise senior management on fleet and transport related matters;
- To manage the budget of the unit;
- To establish a fleet management system incorporating vehicle usage, mileage, fuel consumption, maintenance, damages/repair of vehicles, road accidents and insurance cover;
- To establish a management system for the coordination/supervision of storage, allocation, distribution, consumption and future needs;
- To provide advice, support and training on transport related matters to Mission members;
- To ensure the necessary storage, distribution and allocation of vehicles and associated equipment to Mission members;
- To be responsible for the efficient execution of contracts related to acquisition, maintenance/services, repair and vehicle insurance;
- To identify supplies/services for future vehicles and define requirements and costs;
- To participate in the procurement process for vehicle supplies and services;
- To ensure effective management of transport databases, inventories and lists of equipment;
- To develop internal guidelines and Standard Operating Procedures in the area of responsibility; To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To identify and promote opportunities for environmentally sustainable practices within the unit, such as optimizing resource use, reducing waste, mitigating emissions and enhancing the sustainability of fleet and transport management;
- To be responsible for driver training(s) in the Mission.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To 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 (the qualification should be in the field of Mechanical Engineering, Transportation, Logistics or other related field), OR equivalent and attested police and/or military education or training or an award of an equivalent rank;

AND

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

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Awareness of product and services markets and industrial business networks;
- Valid license for armoured vehicles and/or C or C1 driving license;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in the implementation of EU procurement processes and regulations;
- Knowledge of current technologies used for Fleet Management, Logistics, Supply Chain Management, Asset Management, Inventories like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multi-national and international organisations;

8. Desirable Knowledge, Skills and Abilities:

- Knowledge of sustainable fleet management;
- Knowledge of Russian and/or Armenian language skills.

