

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### European Union Monitoring Mission in Georgia (EUMM Georgia)

#### Advertisement for EU staff members

<b>Organisation:</b>	EUMM Georgia			
<b>Job Location:</b>	Georgia			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
	<b>Ref.</b>	<b>Name of the post</b>	<b>Nr of positions</b>	<b>Available on</b>
	<b><u>Seconded/Contracted (3)</u></b>			
	GEO AF 01*	Chief Finance Officer	1	ASAP
	GEO AH 01a	Chief Human Resources Management Officer	1	30.04.2015
	GEO AH 02a*	Human Resources Management Officer	1	TBC
	GEO AP 01	Chief Procurement Officer	1	15.12.2014
	<b><u>Seconded (6)</u></b>			
	GEO HI 01	Spokesperson/Chief of Press and Public Information Unit	1	18.03.2015
	GEO OL 01	Liaison Officer to MIA	1	ASAP
	GEO OW 05	Watchkeeper	1	22.03.2015
	GEO OR 04	Reporting Officer	1	04.03.2015
	GEO OE 03	Capacity Enhancement Officer	1	ASAP
	<b>Field Office Gori</b>			
	GEO GO 04	Operations Officer	1	14.12.2014
<b>ASAP refers to deployments not later than 15 December 2014</b>				
<b>* The post's availability is subject to a pending reply on a selection</b>				

<b>Deadline for applications:</b>	<b>13 November 2014 at 17:00 hours (Brussels time)</b>
<b>E-mail address to send the Job Application Form/CV:</b>	<a href="mailto:cpcc.eummgeorgia@eeas.europa.eu">cpcc.eummgeorgia@eeas.europa.eu</a>
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC:  e-mail: <a href="mailto:cpcc.cfc@eeas.europa.eu">cpcc.cfc@eeas.europa.eu</a> <a href="mailto:katarina.grape@ext.eeas.europa.eu">katarina.grape@ext.eeas.europa.eu</a>

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Member States will be considered. 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 Council document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – EUMM Georgia may recruit international staff on a contractual basis as required, through an employment contract <sup>(1)</sup>. The employment contract with the EUMM Georgia establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Financial Statement, the duration of the deployment should be of 12 months.

In general and subject to national procedures for secondment, the standard tour of duty/contract period of Mission personnel should be no less than 12 months with the possibility of extension.

The Civilian Planning and Conduct Capability, requests that Member States propose candidates for the following international expert positions for EUMM Georgia, according to the requirements and profiles described below:

#### **A. Essential requirements**

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

**Citizenship** – Citizenship of a Member State of the European Union (EU) and full rights as a citizen.

**Integrity** – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive

---

<sup>(1)</sup>Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

**Negotiation Skills** – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility and adaptability** – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

**Availability** – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

**Physical and mental health** – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

**Ability to communicate effectively in English** – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

**Computer Skills** – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

**Training** – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/index.php>) or equivalent.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

## **B. Recommendable requirements**

**Knowledge of the EU Institutions:** To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

**Knowledge of Georgia:** To have a good knowledge of the history, culture, social and political situation of the country. To have knowledge of the police, judiciary and governmental structures would be a distinct advantage.

**Training and experience:** To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

**Language skills:** knowledge of Georgian and Russian would be an asset.

## **C. Essential documents for selected candidates**

**Passport** – The participants must obtain a passport from the respective national authorities.

**Visas** – Member States and Mission Members 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 en route to the Mission.

**Security clearance required:** The selected candidate will have to be in possession of the necessary level of security clearance EU SECRET when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

**Certificate/Booklet of vaccination** – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

**Medical certificate** – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

**Driver's licence** – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license is desirable.

**D. Additional information on the selection process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The General Secretariat encourages Member/Contributing States and European Institutions to take this into account when offering contributions.

**Application form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

**Selection process** – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member/Contributing State will bear any related costs.

**Information on the outcome** – Member States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

## **E. Job descriptions**

### **Seconded/Contracted**

#### **EUMM Georgia**

Position Name: <b>Chief Finance Officer*</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category: <b>Mission Support Management level (MSML)</b>
Ref. Number: <b>GEO AF 01</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department/ Finance Unit</b>	Level of Security Clearance: <b>EU Confidential</b>	Open to Invited Third States: <b>No</b>

#### **Reporting line:**

Chief Finance Officer reports to the Head of Mission Support Department.

#### **I-Main Tasks & responsibilities**

- Ensures the sound and effective financial management of the CSDP Mission;
- Establishes and implements financial procedures and accounting systems for the CSDP Mission according to the sound financial management principle and in line with the European Union Financial Regulation and its Implementing rules and Mission contractual obligations;
- Develops policies (prepares SOP) for the control of the EU finances, in close cooperation with Financial Controller;
- Develops policies (prepares SOP) for accounting, in close cooperation with Accounting Officer;
- Formulates procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance;
- Verifies the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- Ensures the reporting (in particular of monthly, 6 months report, interim and final financial report to the European Commission), verifying the integrity of accounts, their accuracy and their on-time delivery;
- Is responsible for audits and implements audit recommendations;
- Manages accounts, payments, treasury, payroll, petty cash, claims and other financial functions;
- Prepares budget proposals for the mission, issue instalments, including redeployment of funds when necessary;
- Manages and monitors budget implementation and recommend reallocation of funds as necessary;
- Monitors expenditures to ensure they remain within authorized levels;
- Responsible for the in-house development of the database modules related to the financial and budgetary management and liaison with other Chiefs of Units for the modules integration and operationalization with the Mission Support Department database;
- Provides sound financial advice to the Head of Mission Support Department assisting in the formulation of financial strategies for the CFSP Mission;
- Evaluates and takes measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- Liaises and cooperates on financial issues with the EU institutions, with international and national banks, and with other relevant organizations;
- Identifies needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement;
- Follows the implementation of Mission Annual Risk Management Plan;
- Is responsible for relevant budget lines and control of related commitments and expenditures;
- Supervises personnel, including leave scheduling, performance evaluation and professional conduct;
- Manages the team of the Finance Unit;
- Undertakes any other related tasks as required by the Head of Mission Support Department.

## **II-Eligibility requirements**

- Successful completion of a full course of university studies attested by a **degree** in Economics, Finance or Accounting, where the normal duration of university education in the country awarded **is four (4) years** or more **and**, after having obtained the university degree at least **eight (8) years** of relevant and proven full-time professional **experience** of which three (3) years in a management position.

### OR

- Successful completion of a full course of university studies attested by a **degree** in Economics, Finance or Accounting, where the normal duration of university education in the country awarded **is three (3) years** or more **and**, after having obtained the university degree at least **nine (9) years** of relevant and proven full-time professional **experience** of which three (3) years in a management position

## **III- Required Competencies**

- Working experience, in finance, budget or business administration or equivalent;
- Excellent analytical, research and problem-solving skills;
- Proved knowledge of accounting software (e.g. SAGE);
- Relevant IT-skills, including familiarity with Microsoft Office (Excel advanced level) and web-based applications;

## **IV- Desirable Competencies**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good knowledge of the region's history, culture and politics.

### EUMM Georgia

Position Name: <b>Chief Human Resources Management Officer</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category: <b>Expert</b>
Ref. Number: <b>GEO AH 01a</b>	Location: <b>Tbilisi</b>	Availability: <b>30/04/2015</b>
Component/Department/Unit: <b>Mission Support Department/ Human Resources Management Unit</b>	Level of Security Clearance: <b>EU Secret</b>	Open to Invited Third States: <b>No</b>

#### **Reporting line:**

The Chief Human Resources Management Officer reports to the Head of Mission Support Department.

#### **I- Main tasks & responsibilities**

- Is responsible for the management and co-ordination of all Human Resources related issues;
- Implements policies and procedures concerning Human Resources Management;
- Supervises the preparation of job descriptions;
- Supervises the process of applications and be responsible for the maintenance of rosters and databases as appropriate;
- Proposes and advises CPCC on the development of Standard Operating Procedures;
- Supervises the preparation and management of selection and deployment of personnel, letters of appointment, contracts, reassignments, redeployments, termination, attendance records, duty rosters, pension funds, and all relevant personnel related issues;
- Advises in the development of the training for personnel;
- Advises and proposes measures for the development and implementation of the existing personnel administration rules for the operations, and the deployment of all human resources;
- Advises in identifying needs of goods and/or services specifically required for his/her area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- Following the implementation of Mission Annual Risk Management Plan, in conjunction with Financial Controller and the Head of Mission Support Department, is responsible for identifying, monitoring, categorizing and recording of relevant Human Resources Management related risks occurred in the course of the operation;
- Is responsible for relevant budget lines and control of related commitments and expenditures;
- Is responsible for the management of contracts relevant to the Office tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending penalties that may arise due to breach of contract, etc.;
- Is responsible for day to day running of the Office including supervision of personnel, leave scheduling, performance evaluation and professional conduct;
- Undertakes any other related tasks as required by the Head of Mission Support Department.

#### **II- Eligibility criteria**

- Successful completion of a full course of university studies attested by a **degree** in Human Resources, Business/Public Administration, Law or in Social Sciences, where the normal duration of university education in the country awarded **is four (4) years** or more **and**, after having obtained the university degree at least **eight (8) years** of relevant and proven full-time professional **experience** of which at least three (3) years in an HR management position;

OR

- Successful completion of a full course of university studies attested by a **degree** in Human Resources, Business/Public Administration, Law or in Social Sciences, where the normal duration of university education in the country awarded **is three (3) years** or more **and**, after having obtained the university degree at least **nine (9) years** of relevant and proven full-time professional **experience** of which at least three (3) years in an HR management position;

### **III- Required Competencies**

- Working experience in Human Resources and/or administration, training and/or legal and operational aspects of human resources;
- Skilled in operating databases and Office Suite;
- Excellent analytical, organisational, planning, and time-management skills;
- Ability to prioritize and manage a demanding workload;
- Ability to mentor and motivate staff;
- Excellent interpersonal and communications skills;
- Excellent level of written and spoken English.

### **IV- Desirable Competencies**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good knowledge of the region's history, culture and politics.



### EUMM Georgia

Position Name: <b>Human Resources Management Officer*</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category: <b>Mission Support Management level (MSML)</b>
Ref. Number: <b>GEO AH 02a</b>	Location: <b>Tbilisi</b>	Availability <b>TBC</b>
Component/Department/Unit: <b>Mission Support Department/ Human Resources Management Unit</b>	Level of Security Clearance: <b>EU Confidential</b>	Open to Invited Third States: <b>No</b>

#### Reporting line:

The Human Resources Management Officer reports to the Chief Human Resources Management Officer

#### Main tasks & responsibilities

- Carries out assignments in management and co-ordination of all human resources related issues;
- Advises on and applies human resources policies and procedures;
- Advises in the preparation of job descriptions;
- Implements the selection staff policies and processes job applications as per the CPCC rules;
- Maintains records related to the staff selection;
- Participates in selection panels as requested by the Chief Human Resources Management Officer;
- Maintains duty rosters and databases as appropriate;
- Advises in the development of Standard Operating Procedures and administrative instructions;
- Advises in preparing and managing deployment of personnel, letters of appointment, contracts, reassignments, redeployments, termination of employment, attendance records, duty rosters, high risk cover, and all relevant finance related issues;
- Advises in identifying needs of goods and/or services specifically required for his/her area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- Proactively advises Chief of Unit on optimizations on system, procedures and policies;
- Undertakes any other related tasks as required by the Chief of Unit.

#### II- Eligibility criteria

- Successful completion of a full course of university studies attested by a **degree** in Human Resources, Business/Public Administration, Law or in Social Sciences, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **four (4) years** of relevant and proven full-time professional **experience**;

OR

- Successful completion of a full course of university studies attested by a **degree** in Human Resources, Business/Public Administration, Law or in Social Sciences, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **five (5) years** of relevant and proven full-time professional **experience**.

#### III- Required Competencies

- Working experience in Human Resources and/or administration, training and/or legal and operational aspects of human resources, preferably in CSDP missions;
- Skilled in operating databases and Office Suite;
- Excellent analytical, organisational, planning, and time-management skills;
- Ability to prioritize and manage a demanding workload;
- Ability to mentor and motivate staff;
- Excellent interpersonal and communications skills;
- Excellent level of written and spoken English.

#### **IV- Desirable Competencies**

- Very good knowledge and/or experience in coordinating massive recruitment and assisting organisational change in big size organizations;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good knowledge of the region's history, culture and politics.

### EUMM Georgia

Position Name: <b>Chief Procurement Officer</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category: <b>Mission Support Management level (MSML)</b>
Ref. Number: <b>GEO AP 01</b>	Location: <b>Tbilisi</b>	Availability: <b>15/12/2014</b>
Component/Department/Unit: <b>Mission Support Department/ Procurement Unit</b>	Level of Security Clearance: <b>EU Confidential</b>	Open to Invited Third States: <b>No</b>

#### Reporting line:

The Chief Procurement Officer reports to the Head of Mission Support Department

#### I-Main tasks & responsibilities

- Manages the procurement activities of the Mission in an ex post financial management mode (subject to the European Commission's approval);
- Assists and advises the chain of command on all planning, contracting and procurement issues;
- Leads, develops, manages and co-ordinates the CFSP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations as well as the relevant internal SOPs;
- Uses legally established professional and transparent procurement policies and procedures in accordance with EC legislation and regulations;
- Liaises with other relevant entities (including but not limited to other CSDP missions) as necessary;
- Develops professional relationships and work partnership with the European Commission in the field of contracting and procurement for the mission;
- Provides assistance to the mission members related with all contracting and procurement matters;
- Undertakes any other procurement-related tasks as required by the Head of Mission Support Department.

#### II-Eligibility requirements

- Successful completion of a full course of university studies attested by a **degree** in Law, Public Administration, Business Administration or in a related field, where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **eight (8) years** of relevant and proven full-time professional **experience** of which three (3) years in management position;

OR

- Successful completion of a full course of university studies attested by a **degree** in Law, Public Administration, Business Administration or in a related field, where the normal duration of university education in the country awarded is **three (3) years** or more and, after having obtained the university degree at least **nine (9) years** of relevant and proven full-time professional **experience** of which three (3) years in management position.

#### III- Required Competencies

- Working experience in contracting and procurement related matters, in which 3 years in management position;
- Good working knowledge of MS Word, Power Point and Excel software;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

#### **IV- Desirable Competencies**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Familiar with finance in International organizations;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good knowledge of the region's history, culture and politics.

## Seconded

### EUMM Georgia

Position Name: <b>Spokesperson/Chief of Press and Public Information Unit (PPIU)</b>	Employment Regime: <b>Seconded</b>	Post Category: <b>N/A</b>
Ref. Number: <b>GEO HI 01</b>	Location: <b>Tbilisi</b>	Availability: <b>18/03/2015</b>
Component/Department/Unit: <b>Head of Mission's Office/press and Public Information Unit (PPIU)</b>	Level of Security Clearance: <b>EU Confidential</b>	Open to Invited Third States: <b>No</b>

#### **Reporting line:**

The Spokesperson/Chief of Press and Public Information Unit reports to the Head of Mission and will have the following duties and responsibilities:

#### **I- Main tasks & responsibilities**

- Manages and supervises the Press and Public Information Unit (PPIU);
- Advises the Head and Deputy Head of Mission, plus other key staff as necessary on media and public information issues;
- Acts as the main spokesperson for the Mission;
- Drafts press releases, public statements, articles, and features and co-ordinates and supervises and where necessary conducts press conferences, briefings and other media and public outreach events;
- Designs, creates and maintains an effective Mission website;
- Be responsible for all the contract/tender/designs for PPIU visibility items and the PPIU budget and procurement processes;
- Be responsible for the media aspects of high level official visits and to co-ordinate and supervise arrangements for visiting journalists/media;
- Manages the media aspects of the changing nature of the Mission, providing relevant advice and guidance as necessary;
- Creates and promotes positive communication and information campaigns to support and explain the Mission to local, regional and international audiences;
- Be responsible for the production of the daily media monitoring and its dissemination internally through the Mission;
- Co-ordinates and supervises internal communications throughout the Mission;
- Be the link on communications and public information with the office of the High Representative for Common Foreign and Security Policy;
- Be the link on communications between the CFSP Mission, the Council Press Office the EC Delegation in Georgia and the EUSR's Press Office;
- Analyses the public impact of the Mission's activities and the effectiveness of the Mission's public outreach work;
- Meeting all relevant requirements foreseen in SOP on delegation of approval authority and be responsible for proper and efficient control of Press and Public Information Unit related commitments and expenditures covered in the said delegation of approval authority:
  - is responsible for relevant budget lines and control of related commitments and expenditures;
  - is responsible for the management of contracts relevant to the Unit tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending penalties that may arise due to breach of contract, etc.;
  - is responsible for day to day running of the Unit including supervision of personnel, leave scheduling, performance evaluation and professional conduct;
- Undertakes any other relevant tasks as required by the Head of Mission.

## **II- Eligibility criteria**

- Successful completion of a full course of university studies attested by a **degree** in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more **and**, after having obtained the university degree at least **ten (10) years** of relevant and proven full-time professional **experience**, of which three (3) years in a management position.

## **III- Required Competencies**

- Very good interpersonal and communication skills, both written and oral;
- Strong research and analytical skills; ability to analyse and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programs;
- Experience in planning and implementing projects.

## **IV- Desired Competencies**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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;
- Experience from diplomacy, negotiations and field work in international organizations;
- Knowledge of procurement and budgetary process;
- Knowledge of Russian and/or Georgian language.

**EUMM Georgia**

Position Name: <b>Liaison Officer to Ministry of Internal Affairs (MIA)</b>	Employment Regime: <b>Seconded</b>	Post Category: <b>N/A</b>
Ref. Number: <b>GEO OL 01</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations Department</b>	Level of Security Clearance: <b>EU Secret</b>	Open to Invited Third States: <b>No</b>

**Reporting line:**

The Liaison Officer to MIA reports to the Head of Operations.

The Liaison Officer will be the main focal point between the Mission and the MIA. Through regular and periodic interaction with the MIA, the LO will help to ensure the exchange of information, to build trust and understanding of the Mission's role and to engage in a constructive dialogue with MIA's various structures both at the Ministry and throughout Georgia.

**I-Main tasks & responsibilities**

- Acts as EUMM Hotline holder on a twenty-four/seven basis;
- Liaises with MIA counterparts on a twenty-four/seven basis;
- Meets regularly with the counterparts in MIA to ensure that information is exchanged, especially with regard to the Provisional Mechanism for the Prevention and Settlement of Disputes, under the Technical Arrangements between the Ministry of Internal Affairs of Georgia and the Mission (hereinafter: Mechanism), and to maintain regular contacts with MIA at all levels for every issue of interest relevant to the implementation of the mandate;
- Assesses and analyses relevant information and data received from MIA, and prepare proposals for discussion with HoM on corrective measures when breaches to the Mechanism are noticed;
- Manages the processing of visit requests in accordance with MOU with MIA, including compiling all infringement data;
- Monitors and records all reported detentions and abductions in the adjacent areas to the ABL and updates the Mission on the situation of the detainees;
- Provides substantive and technical advice to the HoM and other senior EUMM staff on all police matters related to the implementation of the Mission's mandate;
- Facilitates meetings between EUMM and the MIA, by arranging venue and time, and or by preparing briefing notes and speaking points on request of EUMM delegation leaders;
- Monitors and analyses the MIA's activities relating to the implementation of the Six-point Agreement within the limits of the MoU with MIA and the IPRM Mechanism on request provides suggestions for HoOPS;
- Interacts regularly with Field Offices through visits; and, provides advice to EUMM staff on police matters, and reports on the latest developments within MIA's activities;
- Assists Field Offices in establishing contacts with regional MIA authorities;
- Maintains regular contacts with both national and international stakeholders in the field of law enforcement and justice;
- Provides inputs on request to Mission HQ's various internal meetings as well as to the Watch-keeping Unit and the Reporting & Information Section;
- Undertakes any other relevant tasks as required by Head of Ops, in order to facilitate the smooth running of the current operations within the HQ.

**II- Eligibility criteria**

- Successful completion of a full course of university studies attested by a **degree** in Police or law Enforcement related matters, where the normal duration of university education in the country awarded **is four (4) years** or more **and**, after having obtained the university degree at least **eight (8) years** of relevant and proven full-time professional **experience**, of which three (3) are at a strategic level of Governmental agencies;

OR

- Successful completion of a full course of university studies attested by a **degree** in Police or law Enforcement related matters, where the normal duration of university education in the country awarded is **three (3) years** or more **and**, after having obtained the university degree at least **nine (9) years** of relevant and proven full-time professional **experience**, of which three (3) are at the strategic level of Governmental agencies.

**III- Required Competencies**

- Professional experience in mid-ranking posts in Police or Law Enforcement issues or equivalent experience in liaising with Police or Military structures;
- Proactive approach and ability to interact within an international environment;
- Proven ability to mediate and negotiate;
- Excellent organizational, planning, and time-management skills;
- Ability to prioritize and manage a demanding workload;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Strong interpersonal, communication, research and analytical skills; ability to analyse and objectively integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programs;
- Ability to establish good and diplomatic relations with government officials;
- Professional fluency in Russian and English.

**IV- Desired Competencies**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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;
- Previous experience in international missions (UN, OSCE, EU etc.) at management level.



### EUMM Georgia

Position Name: <b>Watchkeeper</b>	Employment Regime: <b>Seconded</b>	Post Category: <b>N/A</b>
Ref. Number: <b>GEO OW 05</b>	Location: <b>Tbilisi</b>	Availability: <b>22/03/2015</b>
Component/Department/Unit: <b>Operations Department/ Watch keeping Unit</b>	Level of Security Clearance: <b>EU Secret</b>	Open to Invited Third States: <b>No</b>

#### **Reporting line:**

The Watchkeeper reports to the Deputy Head of Operations and will have the following duties and responsibilities:

#### **I- Main tasks & responsibilities**

- Collects, analyses and maintains all incoming security and operational reports/information from different sources within mission area;
- Prepares situation summaries for the mission in their areas of responsibility;
- Carries out duty officer's duties during silent hours, weekends and holidays;
- Reviews incoming messages, determines urgency and alerts the relevant mission elements and responsible staff members;
- Alerts and informs key security personnel and senior management of important developments;
- Undertakes any other relevant tasks as required by Deputy Head Ops and Head Ops.

#### **II- Eligibility criteria**

- Successful completion of a full course of university studies attested by a **degree** in a field related to Security, Emergency Management or in a relevant field, where the normal duration of university education in the country awarded **is three (3) years** or more **and**, after having obtained the university degree at least **five (5) years** of relevant and proven full-time professional **experience**.

#### **III- Required Competencies**

- Working experience, preferably as a Watchkeeper, Operations Officer or duty officer;
- International experience in crisis areas with multi-national and international organizations;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Strong multitasking competencies, dealing with information from a variety of sources – disseminating these and act according to standard Operational procedures;
- Experience in liaison with law enforcement authorities;
- Communication skills, use of communication tools and systems.

#### **IV- Desirable Competencies**

- Understanding of the political situation in Georgia and working experience in the Caucasus region;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- 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;
- Ability to perform under stress and in difficult circumstances.

### EUMM Georgia

Position Name: <b>Reporting Officer</b>	Employment Regime: <b>Seconded</b>	Post Category: <b>N/A</b>
Ref. Number: <b>GEO OR 04</b>	Location: <b>Tbilisi</b>	Availability: <b>04/03/2015</b>
Component/Department/Unit: <b>Operations Department/ Reporting and Information Unit</b>	Level of Security Clearance: <b>EU Confidential</b>	Open to Invited Third States: <b>No</b>

#### Reporting line:

The Reporting Officer reports to the Chief of Reporting and Information Unit.

#### I. Main Tasks & responsibilities

- Gathers and analyses information from across the Mission AoR, from Field Office reports, other HQ departments and open sources, in order to maintain up-to-date knowledge of the situation;
- Drafts the Mission's reports for EU institutions in Brussels and Member State capitals, working to tight deadlines and guidelines;
- Delivers regular presentations and briefings to Mission staff, diplomatic community in Tbilisi and external visitors up to Ministerial level;
- Identifies informational needs and contributes to the planning of information gathering;
- Manages large amounts of information: checking, compiling and analysing reports received;
- Maintains working relationships with the Field Offices and across the Mission's departments to ensure effective information flow;
- Undertakes any other relevant tasks as required by the Chief of Reporting and Information Unit.

#### II- Eligibility criteria

- Successful completion of a full course of university studies attested by a **degree** in Political Sciences, International Relations, Diplomacy, Social Sciences or other relevant studies, where the normal duration of university education in the country awarded **is three (3) years** or more **and**, after having obtained the university degree at least **five (5) years** of relevant and proven full-time professional **experience**.

#### III- Required Competencies

- Working experience in public administration, political science, intelligence, human rights or humanitarian organisations;
- Demonstrated credible experience in an operational environment;
- Superior drafting skills in English language;
- Excellent interpersonal and communications skills;
- Ability to prioritize and manage a demanding workload;
- Strong analytical skills combined with good political judgment.

#### IV- Desirable Competencies

- International experience in crisis areas with multi-national and international organisations;
- Experience in report writing, particularly from a post-conflict environment;
- Knowledge of Russian and/or Georgian.

## EUMM Georgia

Position Name: <b>Capacity Enhancement Officer</b>	Employment Regime: <b>Seconded</b>	Post Category: <b>N/A</b>
Ref. Number: <b>GEO OE 03</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations Department/ Planning, Conduct and Capacity Enhancement Unit</b>	Level of Security Clearance: <b>EU Confidential</b>	Open to Invited Third States: <b>No</b>

### Reporting line:

The Capacity Enhancement Officer reports to the Chief Planning, Conduct & Capacity Enhancement Unit and will have the following duties and responsibilities:

### I- Main tasks & responsibilities

- Delivers training modules, usually at mission requested locations, through a variety of teaching/training methods, and using a range of aids and tools, to ensure the highest information transfer success;
- Assists the Chief Planning, Conduct & Capacity Enhancement Unit in developing and reviewing capacity enhancement tools;
- Designs training modules for specific subject areas;
- As part of the CEU, conducts rehearsals and reviews of modules to ensure highest quality of delivery;
- Conducts on-going analysis of the effectiveness, or otherwise, of the training module, at time of delivery;
- Assists Chief Planning, Conduct & Capacity Enhancement Unit in identifying, developing and delivering mission identified training needs;
- Ensures delivery of training in accordance with best practice from adult learning principles and ensures a timely and effective delivery utilizing modern didactics and delivery methods.
- Ensures and collects direct verbal or written feedback on all training delivery;
- Undertakes any other relevant tasks as required by the Chief Planning, Conduct & Capacity Enhancement Unit.

### II- Eligibility criteria

- Successful completion of a full course of university studies attested by a **degree** in Political Sciences, Business / Public Administration, Education or Social Sciences or in a similar area, where the normal duration of university education in the country awarded **is three (3) years** or more **and**, after having obtained the university degree at least **five (5) years** of relevant and proven full-time professional **experience**.

### III- Required Competencies

- Working experience in post-conflict environments or similar operational or mission experience.
- Experience of skill enhancement or similar activities;
- Demonstrated credible experience in an operational environment;
- Demonstrated willingness and confidence to deliver training modules in a wide range of subject areas, and to a wide range of audiences;
- Demonstrated in depth knowledge of EUMM/CSDP operational methodology;
- Very good skills in MS PowerPoint and Excel.

### IV- Desired Competencies

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- 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.

### EUMM Georgia

Position Name: <b>Operations Officer</b>	Employment Regime: <b>Seconded</b>	Post Category: <b>N/A</b>
Ref. Number: <b>GEO GO 04</b>	Location: <b>Gori</b>	Availability: <b>14/12/2014</b>
Component/Department/Unit: <b>Operations Department/ Field Office Gori</b>	Level of Security Clearance: <b>EU Confidential</b>	Open to Invited Third States: <b>No</b>

#### Reporting line:

The Field Office Operations Officer reports to the Field Office Chief and/or his/her deputy and will have the following duties and responsibilities:

#### I- Main tasks & responsibilities

- Plans, tasks and oversees the execution of all FO patrolling activities;
- Oversees the allocation of personnel to operational tasks;
- Ensures 'Situational Awareness', within the FO and ensuring that all FO personnel are working on an 'All Informed Basis';
- Ensures that SOPs are maintained and 'Version Control' rigorously maintained. Suggests amendments pertinent to the effective implementation of the mandate to EUMM HQ Ops for their consideration;
- As a member of the Security Management team, handles incidents and event in the area of responsibility (AoR);
- Ensures EUMM HQ is provided with timely and accurate information conforming to prescribed operational rhythm;
- Ensures that the Operations Room conforms with information and physical security requirements;
- Undertakes any other relevant tasks as required by the FOC.

#### II- Eligibility criteria

- Successful completion of a full course of university studies attested by a **degree** in Diplomacy, Political Science, International Relation, Police or Military Sciences, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **five (5) years** of relevant and proven full-time professional **experience**;

#### OR

- Successful completion of a full course of university studies attested by a **degree** in Diplomacy, Political Science, International Relation, Police or Military Sciences, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **six (6) years** of relevant and proven full-time professional **experience**

#### III- Required Competencies

- Working experience in police, military, public administration, political science, human rights or humanitarian organizations;
- Demonstrable experience as a successful leader in operational environment;
- Proactive approach and ability to interact within an international environment;
- Ability to work on planning, concept and strategy;
- Excellent organizational, planning, and time-management skills;
- Ability to prioritize and manage a demanding workload;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Strong interpersonal, communication, research and analytical skills; ability to analyses and integrate diverse information from varied sources; sensitivity and ability to handle sensitive matters and follow trends in the administration of diverse programs.

#### **IV- Desirable Competencies**

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations;
- 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.