

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union CSDP Mission in Georgia (EUMM Georgia) 3-2015 Call for Contributions</b>				
<b>Organisation:</b>	<b>EUMM Georgia</b>			
<b>Job Location:</b>	<b>As indicated below</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (26)</u></b>			
	GEO HO 04a	Executive Assistant to HoM and DHoM/Chief of Staff	Tbilisi	28.04.2016
	GEO AR 04	Reporting Officer	Tbilisi	ASAP
	GEO AR 11	Press and Public Information Officer (PPIO)	Tbilisi	ASAP
	GEO SE 07	Security Liaison Officer	Zugdidi	ASAP
	GEO ZO 04	Operations Officer	Zugdidi	ASAP
	GEO ZM 05	Monitor	Zugdidi	02.03.2016
	GEO ZM 07	Monitor	Zugdidi	ASAP
	GEO ZM 10	Monitor	Zugdidi	01.03.2016
	GEO ZM 21	Monitor	Zugdidi	02.03.2016
	GEO ZM 22	Monitor	Zugdidi	29.03.2016
	GEO ZM 25	Monitor	Zugdidi	ASAP
	GEO ZM 34	Monitor	Zugdidi	ASAP
	GEO GO 03	Operations Officer	Gori	ASAP
	GEO GO 12	CIS Officer	Gori	ASAP
	GEO GM 03*	Monitor	Gori	03.05.2016
	GEO GM 04	Monitor	Gori	21.04.2016
	GEO GM 07	Monitor	Gori	ASAP
	GEO GM 25	Monitor	Gori	02.03.2016
	GEO GM 34	Monitor	Gori	30.03.2016
GEO GM 35	Monitor	Gori	30.03.2016	

	GEO GM 38	Monitor	Gori	29.03.2016
	GEO GM 39	Monitor	Gori	19.02.2016
	GEO GM 42	Monitor	Gori	21.04.2016
	GEO MO 08	Reporting and Information Officer	Mtskheta	29.03.2016
	GEO MM 15	Monitor	Mtskheta	07.04.2016
	GEO MM 19	Monitor/GIS Expert	Mtskheta	21.04.2016
	<b><u>Seconded/Contracted (6)</u></b>			
	GEO AF 02a**	Finance Officer	Tbilisi	ASAP
	GEO AP 01	Chief Procurement Officer	Tbilisi	ASAP
	GEO AH 02a	Human Resources Management Officer	Tbilisi	ASAP
	GEO AC 04	CIS Officer	Tbilisi	ASAP
	GEO AC 05a	CIS Officer - Database Administrator	Tbilisi	ASAP
	GEO SE 06a	Mission Security Officer	Tbilisi	ASAP
<b>Deadline for Applications:</b>	Friday 4 December 2015 at 17:00 (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	<b>cpcc.eummgeorgia@eeas.europa.eu</b>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Ms Katarina Grape</b>  <b>cpcc.eummgeorgia@eeas.europa.eu</b>  <b>+32 (0)2 584 39 29</b></p>			

\* The availability of this position is subject to the non-confirmation of a request for extension.

\*\* The availability of this position is subject to the acceptance of a job offer by the incumbent.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – The Mission may recruit international staff on a contractual basis as required through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

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

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

#### **A. Essential Requirements**

EU 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 an EU Member State.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission; they 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.

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

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and 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** – The candidates must be able 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 Mission.

**Physical and Mental Health** – The 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. 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.

**Language Skills**<sup>1</sup> – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of Georgian and Russian will be an asset.

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

**Training** – e-Hest<sup>2</sup> or equivalent.

**Driving Licence** – The candidates must be in possession of a valid – including Mission area - civilian driving licence for motor vehicles (Category B or equivalent). They must also be able to drive any 4-wheel-drive vehicle. Category C is desirable or as specified in the respective job description.

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

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<sup>1</sup> [Common European Framework of References for Languages](#)

<sup>2</sup> <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

## **B. Recommendable Requirements**

**Knowledge of the EU Institutions** – The candidates should have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

**Knowledge of the Mission Area** – The candidates should have a good knowledge of the history, culture, social and political situation of the region as well as of the police, judiciary and governmental structures.

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission.

## **C. Essential Documents for Selected Candidates**

**Passport** – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – EU 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.

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

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

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

## **D. Additional Information on the Selection Process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages EU Member 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 shortlisted 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 for interviews, the EU Member State will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

**Information on the Outcome** – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

#### **E. Job Descriptions**

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

## SECONDED POSITIONS

Position Name: <b>Executive Assistant to HoM and DHoM/Chief of Staff</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO HO 04a</b>	Location: <b>Tbilisi</b>	Availability: <b>28.04.2016</b>
Component/Department/Unit: <b>Head of Mission's Office</b>	Security Clearance Level: <b>EU CONFIDENTIAL</b>	

### Reporting Line:

The Executive Assistant to HoM and DHoM/Chief of Staff reports to the Head of Mission (HoM).

### Main Tasks:

- Provides effective and efficient support for the smooth functioning of the Office of the Head of Mission (HoM) and the Deputy Head of the Mission/Chief of Staff (DHoM/CoS) - HoM's Office;
- Participates in Mission management meetings and manages all follow-up matters; takes minutes/notes at internal and external meetings and conferences; co-ordinates the preparation of supportive documents, briefing notes for internal/external meetings;
- Serves as a principal point of contact for HoM and DHoM/CoS; co-ordinates and follows-up, as required, with EUMM senior staff, EEAS, other CSDP Field Operations, other international organisations and diplomatic Missions;
- Identifies and takes appropriate action on incoming requests from external interlocutors and the Mission staff, and presents them to HoM and DHoM/CoS for consideration;
- Upon receiving instructions from HoM, ensures timely and appropriate action is taken, such as initiating meetings for HoM, compiling inputs and preparing draft responses, as well as overseeing completion of agreed follow-up actions within deadlines set by HoM and DHoM/CoS;
- Drafts, reviews and prepares documents, administrative instructions, Standard Operating Procedures (SOPs), reports and letters for signature by HoM. Drafts speeches for HoM;
- Organises and monitors the system of week-end duties;
- Requests, coordinates and prepares briefing materials for HoM prior to meetings with the EUMM staff and external interlocutors. Attends internal and external meetings on behalf of HoM and DHoM/CoS to obtain the information necessary for fostering EUMM activities;
- Maintains contacts with local authorities, governmental and non-governmental organisations and other external counterparts in order to collect and disseminate information;
- Supports/advises DHoM/CoS on matters relating to the Code of Conduct, and plays the role of Secretary on Disciplinary Boards;
- Co-ordinates visits to the Mission, acts as EUMM focal protocol officer;
- Assists the HoM and DHoM/CoS in the daily management of the Office;
- Undertakes any other tasks assigned by the HoM and DHoM/CoS.

### Qualifications and Education:

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in Management, Law, Diplomacy, International Relations, Political Science, Police or Military Sciences or other relevant studies, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework in Management, Law, Diplomacy, International Relations, Political Science, Police or Military Sciences or other relevant studies which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma in Management, Law, Diplomacy, International Relations, Political Science, Police or Military Sciences or other relevant studies.

**Experience and Competencies:**

- Minimum of 5 years of proven, full-time work experience in public administration, political science, diplomacy or in a related area;
- Excellent communication and presentation skills;
- Strong analytical skills combined with good political awareness and judgment;
- Good attention to detail, prioritisation, multi-tasking and management skills;
- Very good interpersonal skills, and the ability to work both independently and also as a member of a team;
- 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;
- Experienced user of MS Office suites and databases;
- International experience, particularly in crisis areas with multi-national and international organisations in a political advisory capacity desirable;
- Knowledge of the functioning of the EU and in particular CSDP Missions desirable;
- Knowledge of the administrative rules and regulations relevant to the European Commission and EEAS-administered Missions desirable;
- Good understanding of the political, cultural, historical and security situation of the Caucasus, in particular Georgia desirable;
- Knowledge of Russian and/or Georgian language desirable.

Position Name: <b>Reporting Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO AR 04</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Analytical Reporting and Outreach Department/Reporting and Analysis Section</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	

### **Reporting Line:**

The Reporting Officer reports to the Head of the Analytical Reporting and Outreach Department (AROD).

### **Main Tasks:**

- Gathers, checks, compiles and analyses large amounts of information on Mission-related activities, including reports from Field Offices, other Mission departments and open sources;
- Prepares Mission reports in line with guidance from AROD management and in conformity with CPCC reporting guidelines for EU Institutions in Brussels, and informs EU policy makers. Works to tight deadlines;
- Delivers regular presentations and briefings to Mission staff, the diplomatic community in Tbilisi and external official visitors to the Mission up to Ministerial level;
- Compiles the Mission's inputs to the Incident Prevention and Response Mechanism monthly meetings (IPRM) and to the Geneva International Discussions;
- Identifies informational needs and contributes to the planning of information gathering;
- Maintains working relationships with Field Offices, across the Mission Departments and with outside interlocutors to ensure effective information flow;
- Undertakes any other tasks assigned by the Head and Deputy Head of AROD.

### **Qualifications and Education:**

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in Political Science, International Relations, Diplomacy, Social Sciences or other relevant studies, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework in Political Science, International Relations, Diplomacy, Social Sciences or other relevant studies which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma in Political Science, International Relations, Diplomacy, Social Sciences or other relevant studies.

### **Experience and Competencies:**

- Minimum of 5 years of relevant and proven, full-time professional experience in public administration, political science or in a related area;
- Proven experience in report writing and drafting;
- Excellent communication and presentation skills;
- Clear and concise drafting and report writing skills;
- Strong analytical skills combined with good political awareness and judgment;
- Ability to acquire useful information from a variety of sources;
- Very good interpersonal skills, and the ability to work as a member of a team;
- Good prioritisation and management skills in a time-pressured environment;
- 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;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;



- Good understanding of the political, cultural, historical and security situation of the Caucasus, in particular Georgia desirable;
- Knowledge of Russian and/or Georgian language desirable.

Position Name: <b>Press and Public Information Officer (PPIO)</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO AR 11</b>	Location: <b>Tbilisi</b>	Availability: <b>01.02 2016</b>
Component/Department/Unit: <b>Analytical Reporting and Outreach Department/Press and Public Information Unit (PPIU)</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	

### Reporting Line:

The Press and Public Information Officer (PPIO) reports to the Spokesperson/Chief of Press and Public Information Unit (PPIU).

### Main Tasks:

- Assists the Chief of PPIU in advising the Head of Mission and Deputy Head of Mission/Chief of Staff (HoM and DHoM/CoS) and other key staff on strategic communication and information issues;
- Creates and promotes positive communication and public information campaigns to explain the work and role of the Mission;
- Organises Mission briefings for visiting journalists and co-ordinates their visits to Field Offices (FOs);
- Drafts press releases, statements, articles and features for all the Mission's internal communication channels, including social media, and for the external communications channels;
- Assists in analysing the public impact of the effectiveness of the Mission's activities;
- Works with Field Offices to arrange and co-ordinate public outreach events and activities;
- Writes regular reports for EU Institutions in Brussels, and liaises with the EEAS Spokesperson's Service in Brussels;
- Responds to calls from, and organises interviews with, the press;
- Assists in co-coordinating the media for high level official visits;
- Writes and designs public information leaflets and factsheets;
- Oversees the PPIU budget, procurement processes and invoices. Organises the designs and tender procedures for PPIU visibility items;
- Manages the effective internal information flow with PPIO contact points in FOs, and the distribution of the daily media monitoring, throughout the Mission;
- Conducts internal trainings on media-handling issues;
- Assists in conducting and co-coordinating press conferences;
- Acts as the main spokesperson for the Mission, in the absence of the Spokesperson/Chief of PPIU;
- Undertakes any other tasks assigned by the Chief of PPIU.

### Qualifications and Education:

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related studies, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related studies which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related studies.

**Experience and Competencies:**

- Minimum of 5 years of proven, full-time professional experience in communications, press and media handling, and event organisation and management, or in a related area;
- Very good interpersonal and communication skills; both written and oral;
- 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;
- Strong research and analytical skills; ability to analyse and integrate diverse information from varied sources;
- Sensitivity and the ability to handle sensitive matters, and to follow trends in the administration of diverse programmes;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- Experience in diplomacy, negotiations and field work in international organisations desirable;
- Good understanding of the political, cultural, historical and security situation of the Caucasus, in particular Georgia desirable;
- Knowledge of the functioning of the EU and in particular CSDP Missions desirable;
- Knowledge of Russian and/or Georgian language desirable.

Position Name: <b>Security Liaison Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO SE 07</b>	<b>Location:</b> <b>Tbilisi (Zugdidi)</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Head of Mission/Security Office</b>	Security Clearance Level: <b>EU SECRET</b>	

### Reporting Line:

The Security Liaison Officer reports to the Senior Mission Security Officer (SMSO) and/or his/her Deputy through the Mission Security Officer (MSO). S/he is part of the Security Office which is attached to the Office of the Head of Mission.

### Main Tasks:

- Ensures that all Mission security guidelines are implemented across the Field Office (FO) Area of Responsibility (AoR);
- Liaises with local Police from the security perspective, including management of road traffic accidents, or any other incident relating to the security and safety of the FO staff or assets;
- Investigates traffic accidents and other incidents affecting the safety and security of FO personnel;
- Conducts periodic security risk assessments and issues regular written up-dates on security;
- Assesses the physical security of the staff members and Mission premises;
- Supervises the outsourced security guards and access control;
- Monitors the provided service by the security staff and advises, as required;
- Participates in updating of Standard Operating Procedures (SOPs), Contingency Plans and Evacuation and Relocation Plans in conjunction with the MSO;
- Coordinates the training on prevention of fire and medical assistance requirements, as well as modular training to support the delivery of SSAT (Safety and Security Awareness Training);
- Deputises and acts during the absence of the MSO;
- Undertakes any other tasks assigned by the SMSO and/or the MSO.

### Qualifications and Education:

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in security or management-related fields, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework in security or management-related fields which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma in security or management-related fields;
- or
- Equivalent Police and/or Military education in a Police/Military Academy of at least 3 years' duration.

### Experience and Competencies:

- Minimum of 5 years of relevant and proven, full-time professional work experience acquired in the military or police sectors;
- Experience in liaison with law enforcement authorities;
- Relevant experience in handling EU classified information;
- Ability to prioritise and manage a demanding workload;
- Ability to acquire useful information from a variety of sources;
- Clear and concise drafting and report writing skills;
- Demonstrated ability to contribute creatively to the development of policies and procedures;
- Strong interpersonal, communication, research and analytical skills; ability to analyse and integrate diverse information from varied sources;

- Sensitivity and ability to handle sensitive matters, and to follow trends in the administration of diverse programs;
- Excellent organisational, planning, and time-management skills;
- Drives EUMM vehicles with manual transmission in rough terrain;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to perform under stress and in difficult circumstances;
- 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;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- Knowledge of the functioning of the EU and in particular CSDP Missions desirable;
- Civilian driving license class C desirable;
- Knowledge of Russian and/or Georgian language desirable.

Position Name: <b>Operations Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO GO 03, ZO 04</b>	Location: <b>Gori and Zugdidi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Operations Department/Field Offices Gori and Zugdidi</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	

### **Reporting Line:**

The Field Office Operations Officer reports to the Field Office Chief (FOC) and/or his/her Deputy (DFOC).

### **Main Tasks:**

- Plans, tasks and oversees the execution of all Field Office (FO) patrolling activities;
- Oversees the allocation of personnel, vehicles and resources to operational tasks;
- Manages the communication flow through the FO by briefing staff and compiling reports so that all FO personnel are kept informed and updated on events;
- As a member of the Field Office Security Management Team, handles incidents and events in the Area of Responsibility (AoR);
- Maintains and updates Standard Operational Procedures (SOPs). Suggests amendments to EUMM HQ Operations for the effective implementation of the mandate;
- Provides EUMM HQ with timely and accurate information in line with the prescribed operational rhythm;
- Ensures that the Operations Room conforms with all the relevant information and physical security requirements;
- Co-ordinates training activities in the Field Office;
- Plans visits of external official visitors to the Field Office, and conducts external activities;
- Undertakes any other tasks assigned by the FOC.

### **Qualifications and Education:**

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in Diplomacy, Political Science, International Relation, Police or Military Sciences, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework in Diplomacy, Political Science, International Relation, Police or Military Sciences which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma in Diplomacy, Political Science, International Relation, Police or Military Sciences;
- or
- Equivalent Police and/or Military education.

### **Experience and Competencies:**

- Minimum of 5 years of proven, full-time work experience in police, military, public administration, political science, human rights or humanitarian organisations;
- Demonstrable work experience in an operational environment with a demanding workload and tight deadlines;
- Excellent organisational, prioritisation, planning, and time-management skills. A proactive approach;
- Very good conceptual and strategic skills;
- Strong writing skills for drafting concise and accurate reports;
- Excellent communication and presentation skills;
- Experience in research, acquisition and analysis of information from a wide variety of sources;

- Experience in establishing and maintaining effective working relationships with people of different national and cultural backgrounds;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- Good understanding of the political, cultural, historical and security situation of the Caucasus, in particular Georgia desirable;
- Knowledge of Russian and/or Georgian language desirable.

Position Name: <b>Communications &amp; Information Systems (CIS) Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO GO 12</b>	Location: <b>Gori</b>	Availability: <b>11.01.2016</b>
Component/Department/Unit: <b>Operations Department/Field Office Gori</b>	Level of Security Clearance: <b>EU SECRET</b>	

### Reporting Line:

The CIS Officer reports to the Field Office Chief (FOC) or the Deputy Field Office Chief (DFOC), and to the Chief CIS Officer (CCISO) on technical matters.

### Main Tasks:

- Acts as the initial point of contact for all CIS-related issues and CIS support requests in the Field Office (FO);
- Provides CIS first-level of support in the FO; initial troubleshooting for all directly-reported issues, or assigned through Help Desk ticketing system, to quickly restore the affected services;
- Follows the escalation procedures if an end user cannot solve the issue, documents all troubleshooting steps taken so that help desk managers in Mission HQ can identify recurring trends and take remedial action;
- Acts as the custodian of all CIS assets deployed in the FO - from hardware, software to radio, satellite communication equipment and VTC (excludes server equipment). Maintains accurate inventory and evidence of all CIS assets, their technical condition, distribution and location;
- Configures and deploys end-user CIS equipment, operating systems, computers, printers, radios, mobile phones, and installs and configures software and/or other applications following specific guidelines and technical instructions from CIS HQ;
- Performs every 6 months the general maintenance of all hardware, software and communication equipment under his/her responsibility to ensure their functionality within the accepted technical parameters. Submits monthly consolidated reports on the technical condition of the assets and general situation of the CIS related activities to CCISO;
- Keeps the up-to-date information in Active Directory, regarding users, groups, group membership, printers, computers, user rights assignment, file/folder structure. Administers the Mobile Device Management platform and mobile device fleet;
- Oversees the implementation of all CIS-approved standard operation procedures (SOPs) and policies by the FO personnel and throughout the FO Area of Responsibility;
- Provides end-user training, guidance and information on all aspects related to IT equipment, including hardware, software, satellite and radio communication devices, VTC system;
- Maintains permanent contact with CIS HQ and the Mission Security section for technical and security instructions and implementation;
- Undertakes any other relevant tasks as required by the FOC or DFOC, or by the CCISO on technical matters.

### Qualifications and Education:

- A level of secondary education attested by a diploma, complemented by relevant vocational training in Information Technology, IT Engineering or Telecommunications;
- or
- Equivalent Police and/or Military education complemented by relevant vocational training in Information Technology, IT Engineering or Telecommunications;
- or
- University Degree in Information Technology or Technical Specialisation in IT Engineering, IT, or Telecommunications an advantage.



**Experience and Competencies:**

- Minimum of 3 years of proven, full-time work experience in CIS-related issues;
- Good knowledge of hardware performance and specifications;
- Strong theoretical background and experience in information/communication technology and management;
- Good analytical and problem solving skills, asking logical sequence of questions to diagnose the problem and offering a solution;
- Excellent communication and interpersonal skills for effective understanding and discussion with all staff members regarding the resolution of their user requests;
- Ability to work as a member of a team;
- Good prioritisation skills, and management of a demanding workload;
- Excellent analytical, organisational, planning, and time-management skills;
- High degree of personal initiative and willingness to accept wide responsibilities;
- Experience of drafting procedures for the use and management of computer systems and networks, including security aspects;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- Experience with the ITIL (Information Technology Information Library) best practices desirable;
- Experience in planning and implementing projects and procurement actions desirable;
- Knowledge of the functioning of the EU and in particular CSDP Missions desirable.

Position Name: <b>Reporting and Information Officer</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO MO 08</b>	Location: <b>Mtskheta</b>	Availability: <b>29.03.2016</b>
Component/Department/Unit: <b>Operations Department/Field Office Mtskheta</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	

### **Reporting Line:**

The Reporting and Information Officer reports to the Mtskheta Field Office Chief (FOC) and/or his/her deputy (DFOC).

### **Main Tasks:**

- Compiles all regular reports (daily/weekly/monthly) and also special, operational reports in accordance with relevant Mission planning documents;
- Debriefs all Mtskheta Field Office (FO) patrols immediately after their return from their daily patrol duties to the FO so that all relevant monitoring information is available as input to the daily FO reports;
- Processes and analyses information gathered by patrols; identifies significant events and trends, and illustrates, where possible, with quantifiable data;
- Identifies knowledge gaps on mandate-sensitive issues;
- Proposes potential themes that merit further study in order to best implement the Mission mandate;
- Maintains and regularly updates the statistics and computerized knowledge data bases within the FO;
- Draft and delivers briefings to visitors to Mtskheta FO, including high level delegations;
- Works to and meets all deadlines as determined by relevant Mission planning documents;
- Undertakes any other relevant tasks as required by the FOC.

### **Qualifications and Education:**

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in Political Science, International Relations, Diplomacy, Police or Military Sciences, Social Sciences or other relevant studies, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework in Political Science, International Relations, Diplomacy, Police or Military Sciences, Social Sciences or other relevant studies which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma in Political Science, International Relations, Diplomacy, Police or Military Sciences, Social Sciences or other relevant studies;
- or
- Equivalent Police and/or Military education.

### **Experience and Competencies:**

- Minimum of 5 years of proven, full-time work experience in public administration, political science, intelligence or in a related area;
- Experience in report writing, particularly in relation to post-conflict environments;
- Proven experience in an operational environment;
- Excellent communication and presentation skills;
- Clear and concise drafting and report writing skills;
- Ability to acquire useful information from a variety of sources;
- Ability to prioritise and manage a demanding workload in a time-pressured environment;
- Strong analytical skills combined with good political awareness and judgment;
- Excellent interpersonal skills, and the ability to work as a member of a team;

- Experience in conducting information-based analysis and knowledge management, as well as in using databases;
- 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;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- Good understanding of the political, cultural, historical and security situation of the Caucasus, in particular Georgia desirable;
- Knowledge of Russian and/or Georgian language desirable.

Position Name: <b>Monitor</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>Generic</b>	Location: <b>Mtskheta; Gori; Zugdidi</b>	Availability: <b>As above</b>
Component/Department/Unit: <b>Operations Department/ Field Office Mtskheta; Gori; Zugdidi</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	

### Reporting Line:

The Monitor reports to the Field Office Chief (FOC) and/or his/her deputy through the Team Leader (TL) or Deputy Team Leader (DTL).

### Main Tasks:

- Monitors full compliance of all parties with the Agreements of 12 August and 8 September 2008, ending hostilities in Georgia and compliance with the Memoranda of Understanding with the Georgian MIA, SSG and MoD;
- Monitors, conducts, analyses and reports on requested issues pertaining to the stabilisation of the situation, especially regarding the security environment along the Administrative Boundary Line (ABL);
- Monitors, reports and analyses the on-going normalisation process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order;
- Monitors, reports and analyses the situation of Internally Displaced Persons (IDPs), Refugees and Returnees;
- Monitors security of transport links, energy infrastructures and public utilities;
- Monitors human rights issues and the implementation of the human rights measures in conformity with the Mission mandate and tasks;
- Reports on possible human rights violations in conformity with the Mission mandate and tasks;
- Proposes, via TL and FOC, for approval by HoM and DHoM/CoS, confidence-building activities and measures;
- Cooperates with all relevant authorities, local and international organisations when instructed by TL;
- Contributes to the production of accurate required reports, makes recommendations for improvement - including non-compliance reports - as necessary;
- Assists, advises and updates the FOC and Head of Operations/Deputy Chief of Staff, on critical or emergency events that require immediate action/reaction in all mandate/essential areas, through the chain of command;
- Drives EUMM vehicles with manual transmission during patrols in rough terrain and on duty trips;
- Undertakes any other tasks assigned by the FOC.

### Qualifications and Education:

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma;
- or
- Equivalent Police and/or Military education.

### Experience and Competencies:

- Minimum of 3 years of relevant and proven, full-time professional experience in police, military, public administration, political science, human rights or humanitarian organisations;

- Demonstrated credible experience in an operational environment;
- Experienced driver of vehicles with manual transmission;
- Ability to acquire useful information from a variety of sources, and good writing skills for drafting accurate reports;
- Ability to prioritise and manage a demanding workload;
- Demonstrated ability to contribute actively to the development of policies and procedures;
- Capable of conducting analysis based on information and knowledge management as well as using databases desirable;
- Basic understanding of topographic maps, colours, symbols and scales desirable;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions ("do no harm") desirable;
- Experience of working with civil society desirable;
- Experience in working on land ownership issues, land disputes and property law desirable;
- Experience in preparing project proposals and action plans desirable;
- Any other specialised knowledge or skills which could be of use for the Mission (e.g. special knowledge on property issues in post-conflict environment, special knowledge of irrigation, etc.) desirable;
- Knowledge of Russian and/or Georgian language desirable.

Position Name: <b>Monitor/GIS Expert</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>GEO MM 19</b>	Location: <b>Mtskheta</b>	Availability: <b>21.04.2016</b>
Component/Department/Unit: <b>Operations Department/ Field Office Mtskheta</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	

### **Reporting Line:**

The Monitor/GIS Expert reports to the Field Office Chief (FOC) and/or his/her deputy through the Team Leader (TL) or Deputy Team Leader (DTL).

### **Main Tasks:**

- Monitors full compliance of all parties with the Agreements of 12 August and 8 September 2008, ending hostilities in Georgia and compliance with the Memoranda of Understanding with the Georgian MIA, SSG and MoD;
- Monitors, conducts, analyses and reports on requested issues pertaining to the stabilisation of the situation, especially regarding the security environment along the Administrative Boundary Line (ABL);
- Monitors, reports and analyses the on-going normalisation process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order;
- Monitors, reports and analyses the situation of Internally Displaced Persons (IDPs), Refugees and Returnees;
- Monitors security of transport links, energy infrastructures and public utilities;
- Monitors human rights issues and the implementation of the human rights measures in conformity with the Mission mandate and tasks;
- Reports on possible human rights violations in conformity with the Mission mandate and tasks;
- Proposes, via TL and FOC, and for approval by HoM and DHoM/CoS, confidence-building activities and measures;
- Cooperates with all relevant authorities, local and international organisations when instructed by TL;
- Contributes to the production of accurate required reports, making recommendations for improvement and including non-compliance reports, as necessary;
- Assists, advises and updates the FOC and Head of Operations/Deputy Chief of Staff, on critical or emergency events that require immediate action/reaction in all mandate/essential areas, through the chain of command;
- Drives EUMM vehicles with manual transmission during patrols in rough terrain and on duty trips;
- Oversees and maintains the Mission's cartographical work including programming of the mapping software;
- Produces robust, accurate data using all forms of available imagery/topographic maps and collateral data upon request;
- Undertakes any other tasks assigned by the FOC.

### **Qualifications and Education:**

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in cartography, geography or geographic information systems (GIS) or other relevant studies, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework in cartography, geography or geographic information systems (GIS) or other relevant studies which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma in cartography, geography or geographic information systems (GIS) or other relevant studies;
- or

- Equivalent Police and/or Military education.

**Experience and Competencies:**

- Minimum of 3 years of proven, full-time work experience in police, military, public administration, political science, human rights or humanitarian organisations;
- Demonstrated credible experience in an operational environment;
- Experienced driver of vehicles with manual transmission;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Ability to prioritise and manage a demanding workload;
- Demonstrated ability to contribute actively to the development of policies and procedures;
- Advanced understanding of topographic maps, colours, symbols and scales and satellite imagery;
- Experience in web portal services, such as Mapserver, Openlayers, OpenGeoSuite CE;
- Understanding of, and experience in, geographic information applications (GIS software), geographic database management, geographic/terrain analysis, cartography and mapping;
- Capable of conducting analysis based on information and knowledge management as well as using databases desirable;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions ("do no harm") desirable;
- Experience of working with civil society desirable;
- Experience in working on land ownership issues, land disputes and property law desirable;
- Experience in preparing project proposals and action plans desirable;
- Any other specialised knowledge or skills which could be of use for the Mission (e.g. special knowledge on property issues in post-conflict environment, special knowledge of irrigation, etc. desirable);
- Knowledge of Russian and/or Georgian language desirable.

## SECONDED/CONTRACTED POSITIONS

Position Name: <b>Finance Officer**</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management level (MSML)</b>
Ref. Number: <b>GEO AF 02a</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>	

### Reporting Line:

The Finance Officer reports to the Chief Finance Officer (CFO).

### Main Tasks:

- Assists the Chief Finance Officer in maintaining the financial operations of the Mission;
- Manages on a daily base with the assistance of the finance team the accounting, including general ledger, accounts payable, receivables, Mission claims, purchases, bank accounts, payroll, funds and petty cash;
- Manages the Invoice registry;
- Responsible for the follow up of End of Mission deposits and reimbursements to former Mission staff;
- Checks the proper use of Mission credit cards and follows up with the proper documentation for each transaction;
- Checks calculations and follows up on the disbursement of salaries, daily allowances and other payables and deductibles;
- Assists in the compilation of financial reports for senior management and EU policy makers;
- Provides guidance and advice in finance-related issues to Mission departments, sections and units;
- Assists in the budget preparation, and redeployment of funds as required;
- Proposes improvements to the system and tools for the management of commitments (budgetary and legal);
- Liaises and cooperates on financial issues with the EU Supervising Authorities and all other relevant actors (banks, local authorities) under the supervision of the CFO;
- Identifies risks and reports them under the Mission Annual Risk Management Plan;
- Follows up the reconciliation of bank statements with payroll and accounts;
- Devises new systems to improve the maintenance of accountants and financial documentation;
- Acts as CFO in the absence of the Chief Finance Officer;
- Undertakes any other tasks assigned by the CFO.

### Qualifications and Education:

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in Economics, Finance or Accounting, or other relevant studies, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework in Economics, Finance or Accounting, or other relevant studies which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma in Economics, Finance or Accounting, or other relevant studies.



**Experience and Competencies:**

- Minimum of 5 years of proven, full-time professional experience in finance, budget, accounting, business administration, or in a related area;
- Proved track record of working with accounting software;
- Excellent interpersonal skills, and the ability to work as a member of a team. A client-orientated approach;
- Strong analytical, research, organisational, planning, problem-solving and time-management skills;
- Experienced IT-user, including familiarity with Microsoft Office (Excel advanced level) and ERPs;
- Clear and concise drafting and report writing skills;
- 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, while maintaining impartiality and objectivity;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- Experience in EU financial management (including EU financial rules and regulations) desirable;
- Knowledge of the functioning of the EU, EEAS and in particular CSDP Field Operations desirable;
- Good understanding of the political, cultural, historical and security situation of the Caucasus, in particular Georgia desirable.

Position Name: <b>Chief Procurement Officer</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management level (MSML)</b>
Ref. Number: <b>GEO AP 01</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department/ Procurement Unit</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	

### **Reporting Line:**

The Chief Procurement Officer reports to the Head of Mission Support Department (HoMSD).

### **Main Tasks:**

- Advises the chain of command on all procurement planning and contracting issues;
- Develops, manages, co-ordinates and supervises the contracting and procurement processes of the Mission;
- Ensures all Mission procurement is in accordance with EU Procurement rules and guidelines (PRAG - Practical Guide to Contract Procedures for EU External Actions), EU financial regulations and the relevant internal Standard Operating Procedures (SOPs);
- Analyses and evaluates procurement requests from the Mission departments, sections and units. Checks technical specifications, terms of reference and bill of quantities for compliance with best procurement practices;
- Evaluates bid proposals, and makes recommendations on the award of contracts and the delivery of purchases;
- Approves procurement documents within his/her authorised financial limit;
- Consolidates the Mission's Procurement Acquisition Plan (PAP) for the planning of long-term procurement activities;
- Oversees continuous improvements in the procurement procedures and tools, based on internal and external audits;
- Manages and maintains the Mission procurement database, as well as all procurement documents;
- Develops professional relationships and working partnerships with relevant organisations - such as the European Commission, other CSDP Field Operations - in the field of contracting and procurement;
- Provides assistance to Mission Members on contracting and procurement matters;
- Leads and supervises the Procurement Unit;
- Undertakes any other tasks assigned by the HoMSD.

### **Qualifications and Education:**

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in Law, Public Administration, Business Administration or in a related field, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework in Law, Public Administration, Business Administration or in a related field which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma in Law, Public Administration, Business Administration or in a related field.

### **Experience and Competencies:**

- Minimum of 5 years of proven, full-time work experience in contracting and procurement, of which at least 2 years in a middle management position;
- Proven track record of working with well-established transparent procurement policies in large organisations;

- Experience in the financial management of tendering processes and audits - preferably including EU procedures;
- High level of communication and report writing skills;
- Extensive experience in prioritising and managing a demanding workload in a time-pressured and deadline-driven environment;
- Ability to establish and maintain effective working relationships with people of different national and cultural backgrounds, while maintaining impartiality and objectivity;
- Experience of EU legislation and regulations in contracting and procurement rules desirable;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- Knowledge of the functioning of the EU, EEAS and in particular CSDP Missions desirable.

Position Name: <b>Human Resources Management Officer</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management level (MSML)</b>
Ref. Number: <b>GEO AH 02a</b>	Location: <b>Tbilisi</b>	Availability <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department/ Human Resources Management Unit</b>	Level of Security Clearance: <b>EU CONFIDENTIAL</b>	

### **Reporting Line:**

The Human Resources Management Officer reports to the Chief Human Resources Management Officer (CHRMO).

### **Main Tasks:**

- Carries out assignments in management and co-ordination of all Human Resource Management (HRM) related issues;
- Advises on and applies HRM policies and procedures;
- Implements the selection staff policies and processes job applications as per the CPCC rules;
- Prepares job descriptions, letters of appointment, contracts, reassignments, redeployments, terminations of employment, attendance records, duty rosters, high risk cover and relevant finance-related issues;
- Manages the deployment of personnel;
- Maintains records related to staff selection and the recruitment process;
- Participates in selection panels as requested by the CHRMO;
- Proactively advises the CHRMO on the optimisation of HRM systems, procedures and policies;
- Advises in the development of HRM Standard Operating Procedures and Administrative Instructions;
- Handles special projects relating to HRM;
- Advises on required goods and/or services, and participates, as appropriate, in the relevant procurement process;
- Undertakes any other tasks assigned by the CHRMO.

### **Qualifications and Education:**

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in Human Resources, Business/Public Administration, Law, Social Sciences or other relevant studies, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework in Human Resources, Business/Public Administration, Law, Social Sciences or other relevant studies which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma in Human Resources, Business/Public Administration, Law, Social Sciences or other relevant studies.

### **Experience and Competencies:**

- Minimum of 5 years of proven, full-time professional work experience in Human Resources and/or administration, training and/or legal and operational aspects of Human Resources;
- Clear and concise drafting and report writing skills;
- Excellent communication and presentation skills;
- Strong analytical, organisational, planning, and time-management skills;
- Very good interpersonal skills, and the ability to work as a member of a team;
- Good prioritisation and workload management skills in a time-pressured environment;
- Experienced user of MS Office suites and databases;

- Very good knowledge and/or experience in coordinating massive recruitment, and assisting in organisational change in large organisations desirable;
- International experience particularly in crisis areas with multi-national and international organisations desirable;
- Knowledge of the functioning of the EU and in particular CSDP Missions desirable;
- Good understanding of the political, cultural, historical and security situation of the Caucasus, in particular Georgia desirable;
- Knowledge of Russian and/or Georgian language desirable.

Position Name: <b>Communication &amp; Information Systems (CIS) Officer</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff - Management level (MSML)</b>
Ref. Number: <b>GEO AC 04</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department/ General Support Services (GSS) Unit/Communication &amp; Information Systems (CIS) Unit</b>	Security Clearance Level: <b>EU SECRET</b>	

### Reporting Line:

The CIS Officer reports to the Chief CIS Officer (CCISO).

### Main Tasks:

- Assists the Chief CIS Officer on all Communication and Information Systems issues;
- Maintains the Mission's server virtualization platform (VMware), making sure that backup and disaster recovery procedures are functioning correctly and are properly documented;
- Maintains Mission servers and network infrastructure based on Linux and Windows Server, Active Directory, Exchange, network equipment, VTC system;
- Maintains the Mission Firewalls configuration, services and policies, Mission VPN connections, with focus on strong Cyber Security protection;
- Maintains satellite communication equipment, VSAT, storage hardware, physical/virtual servers, workstations and network equipment with an emphasis on preventative maintenance;
- Performs the ultimate level of Help Desk support, solves technical issues, problem management and resolution;
- Assists in the development of a communications and network plan for the Mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the Mission;
- Assists in the implementation of Information Security policy in the Mission, in accordance with Council Security regulations;
- Assists in the identification, establishment and maintenance of a secure radio, computer, satellite and telephone communications system in support of the Mission;
- Assists in the coordination of the number, technical specifications and location of the telecommunications equipment required for the personnel to perform their duties;
- Assists in the preparation of the Data Risk Map and the Data Recovery Plan for Mission systems;
- Assists in keeping accurate, detailed and updated inventory of the hardware and software distributed Mission-wide, under the direction of the CCISO;
- Undertakes any other tasks as assigned by the CCISO.

### Qualifications and Education:

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in Information Technology or Technical Specialisation in IT Engineering, IT, Telecommunications, or other relevant studies, e.g. a Bachelor's degree;
- or
- A qualification at the level in the National Qualifications Framework in Information Technology or Technical Specialisation in IT Engineering, IT, Telecommunications, or other relevant studies which is equivalent/referenced to level 6 in the European Qualifications Framework;
- or
- Successful Completion of university studies of at least 3 years attested by a diploma in Information Technology or Technical Specialisation in IT Engineering, IT, Telecommunications, or other relevant studies;
- or
- Equivalent Police and/or Military education complemented by relevant vocational training in CIS.

**Experience and Competencies:**

- Minimum of 5 years of relevant and proven, full-time professional experience in IT;
- Experience with VMware infrastructure and Storage Area Network, Linux and Microsoft technologies, Active Directory, Windows Server Clusters and Microsoft Exchange;
- Ability to configure, deploy and maintain a CISCO based infrastructure: switches, routers, Access Points, PBX, Firewalls;
- Strong theoretical background and experience in information technology and management, particularly in hardware equipment;
- Ability to prioritise and manage a demanding workload;
- Excellent interpersonal and communications skills and ability to work as a member of a team;
- Good communications and drafting skills;
- Extensive knowledge of hardware specifications and performances;
- High degree of personal initiative and willingness to accept wide responsibilities;
- Ability to draft procedures for the use and management of computer systems and networks desirable;
- Ability to draft technical specifications for the procurement of software and hardware products desirable;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- Certification in IT technologies (such as Windows Server, CISCO, VMware) desirable;
- Knowledge of the functioning of the EU and in particular CSDP Missions desirable.

Position Name: <b>Communication &amp; Information Systems (CIS) Officer/Database Administrator</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff – Assistant level (MSAL)</b>
Ref. Number: <b>GEO AC 05a</b>	Location: <b>Tbilisi</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Mission Support Department/ General Support Services (GSS) Unit/Communication &amp; Information Systems (CIS) Unit</b>	Level of Security Clearance: <b>EU SECRET</b>	

### Reporting Line:

The CIS Officer/Database Administrator reports to the Chief CIS Officer (CCISO).

### Main Tasks:

- Assists the Chief CIS Officer on all Communication and Information Systems issues;
- Maintains the Mission's server virtualization platform (VMware), making sure that backup and disaster recovery procedures are functioning correctly and are properly documented;
- Maintains Mission servers and network infrastructure based on Linux and Windows Server, Active Directory, Exchange, network equipment, and VTC system;
- Maintains the Mission Firewalls configuration, services and policies, Mission VPN connections, with focus on strong Cyber Security protection;
- Maintains satellite communication equipment, VSAT, storage hardware, physical/virtual servers, workstations and network equipment with an emphasis on preventative maintenance;
- Performs the ultimate level of Help Desk support, solving technical issues, problem management and resolution;
- Assists in the development of a communications and network plan for the Mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the Mission;
- Assists in the implementation of Information Security policy in the Mission, in accordance with Council Security regulations;
- Assists in the coordination of the number, technical specifications and location of the telecommunications equipment required for the Mission staff to perform their duties;
- Assists the CCISO on database-related issues, and acts as focal point for planned database developments: database software installation and configuration, back-up and recovery, data-guard and replication solutions, performance tuning, and database virtualisation;
- Assists other departments within the Mission with Information Knowledge Management System (GIS/Database system) infrastructure, administer MySQL and Microsoft SQL database systems, and ensures that storage, archiving, back-up and recovery procedures are functioning correctly;
- Undertakes any other tasks assigned by the CCISO.

### Qualifications and Education:

- A level of secondary education attested by a diploma, complemented by relevant vocational training in Information Technology, IT Engineering or Telecommunications;
- or
- Equivalent Police and/or Military education complemented by relevant vocational training in Information Technology, IT Engineering or Telecommunications;
- or
- University Degree in Information Technology or Technical Specialisation in Information Technology or Technical Specialisation in IT Engineering, IT, Telecommunications, or other relevant studies an advantage.



**Experience and Competencies:**

- Minimum of 5 years of relevant and proven full-time professional experience in maintaining IT infrastructures;
- Experience with VMware infrastructure and Storage Area Network, Linux and Microsoft technologies, Active Directory, Windows Server Clusters and Microsoft Exchange;
- Experience in implementing, configuring and maintaining Microsoft SQL, MySQL or other database systems;
- Ability to configure and maintain a CISCO based infrastructure: switches, routers, Access Points, PBX, Firewalls;
- Strong theoretical background and experience in information technology and management, particularly in hardware equipment;
- Ability to prioritise and manage a demanding workload;
- Excellent interpersonal and communications skills, and ability to work as a member of a team;
- Extensive knowledge of hardware specifications and performances;
- High degree of personal initiative and willingness to accept wide responsibilities;
- Ability to draft procedures for the use and management of computer systems and networks;
- Ability to draft technical specifications for the procurement of software and hardware products desirable;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- Certification in IT technologies (such as Windows Server, SQL, VMware) desirable;
- Knowledge of the functioning of the EU and in particular CSDP Missions desirable.

Position Name: <b>Mission Security Officer</b>	Employment Regime: <b>Seconded/Contracted</b>	Post Category for Contracted: <b>Mission Support Staff – Management level (MSML)</b>
Ref. Number: <b>GEO SE 06a</b>	<b>Location: Regions</b>	Availability: <b>ASAP</b>
Component/Department/Unit: <b>Head of Mission/Security Office</b>	Security Clearance Level: <b>EU SECRET</b>	

### **Reporting Line:**

In line with the EU's Policy on the security of EU staff deployed outside the EU in an operations capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO) the Mission Security Officer (MSO) reports to the SMSO.

### **Main Tasks:**

- Assists the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- Assesses the security situation and maintains all updated security-related documents;
- Conducts or initiates security surveys of Mission Member's (MM) personal protective security requirements, transport security, residential and office security;
- Ensures that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Conducts regular security drills, communication tests and evacuation exercises;
- Provides briefings on matters affecting the security and safety of Mission Members, and ensures all staff for emergency preparedness;
- Liaises, as directed, and co-operates closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- Provides comprehensive reports to the SMSO on all incidents affecting MMs, and initiates the appropriate follow up action with the appropriate authorities;
- Produces briefings and presentations relating to his/her sphere of work for the benefit of the Mission;
- Assists the SMSO in reviewing the security level and threat assessment;
- Assists the SMSO in drafting security-related Terms of Reference for the procurement of security equipment, contracts and services;
- Provides assistance and appropriate response to MMs and ensures that all necessary actions are taken, particularly in emergency cases;
- Travels to high risk areas and conducts security duties;
- Undertakes any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

### **Qualifications and Education:**

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in security management or business administration, political/social science, or international relations with a focus on security, police or military management, e.g. a Bachelor's degree;

or

- A qualification at the level in the National Qualifications Framework in security management or business administration, political/social, science or international relations with a focus on security, police or military management which is equivalent/referenced to level 6 in the European Qualifications Framework;

or

- Successful Completion of university studies of at least 3 years attested by a diploma in security management or business administration, political/social, science or international relations with a focus on security, police or military management;

or

- Equivalent Police and/or Military education, or graduate diploma from a civilian security organisation with special training in field operations, force protection.

**Experience and Competencies:**

- Minimum of 4 years of relevant and proven, full-time professional work experience acquired in the civilian, military or police sectors. Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets;
- 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;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure, and willingness to work extra hours when required;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Drives EUMM vehicles with manual transmission in rough terrain;
- Excellent knowledge of the Mission area and potential security threats;
- Successful completion of EU Mission Security Officer Certification Course;
- Civilian Crisis Management Course (CMS) certification;
- Previous international experience in CSDP Missions or multi-national/international organisations;
- Good understanding of the political, cultural, historical and security situation of Caucasus, in particular Georgia;
- Previous work experience in the region desirable;
- Civilian driving license class C desirable;
- Knowledge of Russian and/or Georgian language desirable.