

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union CSDP Mission in Georgia (EUMM Georgia) 2-2016 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 (47)</u></b>			
	GEO HO 19	Planning and Evaluation Officer	Tbilisi	02 Sep 2016
	GEO AR 11*	Press and Public Information Officer	Tbilisi	01 Nov 2016
	GEO AR 13	Political Adviser	Tbilisi	ASAP
	GEO OP 01	Head of Operations	Tbilisi	ASAP
	GEO OP 02*	Deputy Head of Operations	Tbilisi	19 Sep 2016
	GEO OC 03a*	Operational Planning and Conduct Officer	Tbilisi	13 Sep 2016
	GEO OE 02b	Capacity Enhancement Coordinator	Tbilisi	ASAP
	GEO OL 01	Liaison Officer to SSSG and MIA	Tbilisi	16 Sep 2016
	GEO ZO 02	Deputy Field Office Chief	Zugdidi	21 Sep 2016
	GEO ZO 03	Operations Officer	Zugdidi	18 Sep 2016
	GEO ZO 08	Reporting and Information Officer	Zugdidi	ASAP
	GEO ZM 12	Monitor	Zugdidi	30 Sep 2016
	GEO ZM 13	Monitor	Zugdidi	16 Dec 2016
	GEO ZM 14	Monitor	Zugdidi	11 Oct 2016
	GEO ZM 23	Monitor	Zugdidi	01 Nov 2016
	GEO ZM 24	Monitor	Zugdidi	02 Sep 2016
	GEO ZM 26	Monitor	Zugdidi	29 Dec 2016
	GEO ZM 28	Monitor	Zugdidi	02 Dec 2016
	GEO ZM 29	Monitor	Zugdidi	30 Sep 2016
	GEO ZM 31	Monitor	Zugdidi	ASAP
	GEO ZM 36	Monitor	Zugdidi	01 Oct 2016
	GEO ZM 37	Monitor	Zugdidi	11 Oct 2016
	GEO ZM 38	Monitor	Zugdidi	18 Sep 2016
	GEO GO 01	Field Office Chief	Gori	07 Dec 2016
	GEO GO 02	Deputy Field Office Chief	Gori	ASAP

	GEO GO 04	Operations Officer	Gori	26 Sep 2016
	GEO GO 09	Reporting and Information Officer	Gori	ASAP
	GEO GM 01	Monitor	Gori	01 Jan 2017
	GEO GM 11	Monitor	Gori	24 Nov 2016
	GEO GM 18	Monitor	Gori	16 Sep 2016
	GEO GM 26*	Monitor	Gori	02 Sep 2016
	GEO GM 28	Monitor	Gori	16 Sep 2016
	GEO GM 31	Monitor	Gori	24 Nov 2016
	GEO GM 37	Monitor	Gori	14 Oct 2016
	GEO GM 46	Monitor	Gori	ASAP
	GEO GM 47	Monitor	Gori	30 Sep 2016
	GEO GM 49	Monitor	Gori	11 Oct 2016
	GEO GM 50	Monitor	Gori	10 Nov 2016
	GEO MO 10**	CIS Officer	Mtskheta	27 Sep 2016
	GEO MM 02	Monitor	Mtskheta	02 Oct 2016
	GEO MM 06	Monitor	Mtskheta	11 Oct 2016
	GEO MM 08	Monitor	Mtskheta	29 Sep 2016
	GEO MM 11	Monitor	Mtskheta	02 Oct 2016
	GEO MM 12	Monitor	Mtskheta	08 Oct 2016
	GEO MM 16	Monitor	Mtskheta	16 Oct 2016
	GEO MM 27	Monitor	Mtskheta	16 Oct 2016
	GEO MM 28	Monitor	Mtskheta	28 Nov 2016
<b>Deadline for Applications:</b>	Thursday 30 June 2016 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>katarina.grape@ext.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 changes in the Deployment Plan

**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.

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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>

**Education** – European Qualifications Framework (EQF)<sup>3</sup>.

**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.

## **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, political and security 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 selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries 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 descriptions. 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**

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<sup>3</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

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).

<b>Position:</b> Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO HO 19	<b>Location:</b> Tbilisi	<b>Availability:</b> 02 Sep 2016
<b>Component/Department/Unit:</b> Head of Mission Office/ Planning & Evaluation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	

### Reporting Line:

The Planning and Evaluation Officer reports to the Chief Planning and Evaluation Officer (CPEO).

### Main Tasks and Responsibilities:

- To assist the Mission chain of command in developing long term planning and organisational adjustments to reflect changes in the operational context and implementation;
- To assist the CPEO in the administration and coordination of the Mission planning documents and procedures (Mission Implementation Plan (MIP) etc.) to facilitate the achievement of the Mission's strategic priorities and objectives;
- To collate and analyse information from Mission Departments and Field Offices and from external sources to support the evaluation of the MIP;
- To provide and disseminate MIP information and evaluations;
- To update the Mission Information Collection Plan (MICP), and to coordinate the work of the various MICP working groups as tasked by Deputy Head of Mission/Chief of Staff (DHoM/CoS);
- To assist in supporting DHoM/CoS in updating the Mission policy on Standard Operating Procedures (SOPs) and horizontal guidelines;
- To identify and evaluate Mission-wide risks and assumptions in order to identify new benchmarks and to design new monitoring mechanisms;
- To identify the Mission Best Practices and Lessons Learned;
- To design, implement and update a Monitoring and Evaluation System to support Mission planning;
- To conduct presentations, briefings, background papers and written reports as requested;
- To act on behalf and represent the CPEO as required;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Sciences, Strategic Studies, International Relations, Business/Public Administration, Police or Military Sciences or other relevant studies;
- Proven experience in developing and implementing Monitoring and Evaluation systems;
- Excellent communication, presentation and written skills;
- Ability to plan work, and manage conflicting priorities;
- Excellent inter-personal skills and proven ability to establish and maintain effective working relations with his/her team.

Desirable

- International experience in multilateral crisis management or similar international organisations;
- Good knowledge and experience in the use of computer technology, including familiarity with planning-relevant software and applications.

<b>Position:</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 Nov 2016
<b>Component/Department/Unit:</b> Analytical Reporting and Outreach Department/ Press and Public Information Unit (PPIU)	<b>Security Clearance Level:</b> EU CONFIDENTIAL	

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To assist the Spokesperson/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;
- To create and promote positive communication and public information campaigns to explain the work and role of the Mission;
- To organise Mission briefings for visiting journalists and to co-ordinate their visits to Field Offices (FOs);
- To draft press releases, statements, articles and features for all the Mission's internal communication channels, including social media, and for the external communications channels;
- To assist in analysing the public impact of the effectiveness of the Mission's activities;
- To work with the FOs to arrange and co-ordinate public outreach events and activities;
- To write regular reports for EU Institutions in Brussels, and to liaise with the EEAS Spokesperson's Service in Brussels;
- To respond to calls from, and to organise interviews with, the press;
- To assist in co-coordinating the media for high level official visits;
- To write and design public information leaflets and factsheets;
- To assist in the PPIU budget, procurement processes including invoices. To organise the designs and tender procedures for PPIU visibility items;
- To manage the effective internal information flow with PPIO contact points in FOs, and the distribution of the daily media monitoring, throughout the Mission;
- To conduct internal trainings on media-handling issues;
- To assist in conducting and co-coordinating press conferences;
- To act as the main spokesperson for the Mission, in the absence of the Spokesperson/Chief of PPIU;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.



#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Journalism, Communication, Political Sciences, Law, International Relations, Social Sciences, Police or Military Sciences or other relevant studies;
- At least 5 years of relevant 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;
- 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.

#### Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in diplomacy, negotiations and field work in International Organisations.

<b>Position:</b> Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO AR 13	<b>Location:</b> Tbilisi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Analytical Reporting and Outreach Department/ Political Advice Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To advise the Head of Mission (HoM) and Deputy Head of Mission/Chief of Staff (DHoM/CoS), through the Head of AROD, as well as to advise directly the Head of AROD, on all political matters relating to the Mission;
- To prepare briefings on political issues, draft speeches and statements for the HoM and DHoM/CoS and to provide substantial support to other Mission elements in the handling of issues of political relevance;
- To follow closely political developments in Georgia, including in Abkhazia and South-Ossetia, and in the wider region, and to maintain regular contact with key stakeholders;
- To participate actively with reporting officers and analysts in thematic working groups to ensure common drafting and comprehensive content of reports and Mission internal papers;
- To prepare briefings, background papers, and other correspondence as needed or as requested;
- To assist in the preparation and conduct of official visits and bilateral and multilateral meetings (IPRM, Geneva International Discussions, etc.);
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, or other relevant studies;
- Proven and extensive experience in analysis, clear and concise report writing and drafting;
- Strong analytical skills combined with excellent political awareness and judgement;
- Excellent communication, presentation and interpersonal skills;
- Ability to acquire useful information from a variety of sources;
- Very good interpersonal skills.

#### Desirable

- International experience in crisis areas with multinational and/or international organisations in a political advisory capacity;
- Knowledge of Russian and/or Georgian language highly desirable.

Position: Head of Operations	<b>Employment Regime:</b> Seconded	
Ref. number: GEO OP 01	<b>Location:</b> Tbilisi	<b>Availability:</b> ASAP
Component/Department/Unit: Operations Department	<b>Security Clearance Level:</b> EU SECRET	

### Reporting Line:

The Head of Operations (HoOps) reports to the Head of Mission (HoM) and to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

### Main Tasks and Responsibilities:

- To manage and supervise the Operations Department, its units and staff;
- To provide overall direction and guidance to the Operations Department;
- To coordinate Operational matters with all other Mission Departments;
- To ensure that Field Office Chiefs and the monitoring teams implement their tasks in accordance with the Mandate and with other guidance from the Mission e.g. the Mission Implementation Plan;
- To ensure adjustment of the monitoring tasks in accordance with guidance from HOM/DHOM/CoS and in line with the Mission Implementation Collection Plan (MICP), as well as to coordinate with the Analytical Reporting and Outreach Department (AROD) in accordance with political and security developments;
- To ensure, through regular meetings and written instructions, that the Field Offices and monitoring teams are kept periodically updated of the political and security situation in the Mission area, based on inputs and assessments from the AROD and the Mission Security Office respectively;
- To engage the Rapid Reaction Capacity in special assignments, when directed by HoM/DHOM/CoS;
- To engage in and to maintain co-operation and co-ordination of the Mission Operational components with other international and national interlocutors and stake-holders, in close coordination with AROD;
- To represent the Mission at meetings and conferences as required;
- To contribute to the Mission's external reporting;
- To be responsible for relevant budget lines and the control of related commitments and expenditures;
- To be 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;
- To deputise for DHoM/CoS if appointed;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience with at least 7 years of experience at management level.

### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, Business/Public Administration, Police or Military Sciences or other relevant studies;
- Possesses in-depth understanding of peace stabilisation mechanisms and conflict prevention, with substantial and diverse experience in all facets of the requirements;
- Strong operational drive with a time critical results-driven outlook;
- Strong team management and coordination skills of both international and national staff to manage concurrent activities and to make certain all deadlines are met;
- Ability to prioritise and manage a demanding workload;
- Ability to make sound and timely decisions related to own duties as well as those which might affect the interests of colleagues and partners;
- Experience in mentoring and motivating staff;
- Strong analytical skills combined with good judgment;
- Diplomacy and tact, negotiation and decision-making skills;
- Excellent interpersonal and communications skills.

### Desirable

- International experience, particularly in crisis areas with multinational and/or international organisations;
- Knowledge of Russian and/or Georgian language highly desirable.

<b>Position:</b> Deputy Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO OP 02*	<b>Location:</b> Tbilisi	<b>Availability:</b> 19 Sep 2016
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU SECRET	

### Reporting Line:

The Deputy Head of Operations (DHoOps) reports to the Head of Operations/Deputy Chief of Staff (HoOps/DCoS).

### Main Tasks and Responsibilities:

- To support HoOps/DCoS in the effective management of the day to day activities of the Operations Department, with particular emphasis on daily operations, maintaining 24/7 management of all operational activities;
- To drive the 'information-flow' around the Mission ensuring that situational awareness is maintained at all levels;
- To ensure that Field Office Chiefs and the monitoring teams implement their tasks in accordance with the Mandate, Standard Operating Procedures (SOPs) and security guidelines;
- To act as first level line manager for MHQ Operations staff;
- To be responsible for operational planning and the coordination of planning processes with other departments, to supervise the transformation of Mission planning directives into operational planning documents and tasks;
- To visit periodically the Field Offices (FOs) to address operational bottle-necks and to provide guidance and mentoring;
- To ensure that operations-related SOPs are kept up to date and relevant to the current Mission situation;
- To coordinate other Mission activities which have an impact on Operations, but are not under the control of the Operations Department;
- To assist the HoOps/DCoS in supervising and coordinating all sections and units of the Department with the view of adjusting the monitoring tasks, as well as the plans under implementation, in accordance with political and security developments;
- To prepare inputs to the agenda of, and chairs in the absence of HoOps, FO Chief meetings;
- To act as the first point of contact for the Operations Department in cases of emerging issues;
- To engage in and maintain co-operation and co-ordination of the operational components with other international and national interlocutors, and stake-holders;
- To represent the HoOps/DCoS and the Mission at meetings and conferences, when called upon to do so;
- To deputise for the HoOps/DCoS in his/her absence;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience with at least 3 years of experience at management level.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, Business/Public Administration, Police or Military Sciences or other relevant studies;
- Possesses in-depth understanding of peace stabilisation mechanisms and conflict prevention, with substantial and diverse experience in all facets of the requirements;
- Strong operational drive with a time critical results-driven outlook;
- Strong team management and coordination skills of both international and national staff to manage concurrent activities and to make certain all deadlines are met;
- Ability to prioritise and manage a demanding workload;
- Ability to make sound and timely decisions related to own duties as well as those which might affect the interests of colleagues and partners;
- Experience in mentoring and motivating staff;
- Strong analytical skills combined with good judgment;
- Diplomacy and tact, negotiation and decision-making skills;
- Excellent interpersonal and communications skills.

#### Desirable

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

<b>Position:</b> Operational Planning and Conduct Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO OC 03a*	<b>Location:</b> Tbilisi	<b>Availability:</b> 13 Sep 2016
<b>Component/Department/Unit:</b> Operations Department/ Head of Operations/DCoS Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	

### Reporting Line:

The Operational Planning and Conduct Officer reports to the Head of Operations/Deputy Chief of Staff (HoOps/DCoS).

### Main Tasks and Responsibilities:

- To assist the HoOps/DCoS in developing and updating operational plans and Standard Operating Procedures;
- To assist the Mission chain of command in the long term planning and implementation of the Mission's ability to deliver on its Mandate;
- To identify potential future tasking for the Mission utilising existing data from the Mission's activities, and to identify significant future events;
- To manage the Mission Information Collection Plan, to process information provided by Field Offices and to analyse and promulgate conclusions;
- To develop operational strategies and to facilitate the adaption of monitoring tasks to possible political and security developments;
- To assess the performance of the monitoring teams in implementing the mandated tasks and to propose improvements or adjustments to the HoOps/DCoS;
- To assist the Mission HQ Reporting Officers in the analysis and assessment of the situation and reports from the field locations;
- To identify possible gaps and shortages in the operational implementation of the Mission Mandate and to recommend improvements to the HoOps/DCoS;
- To coordinate the planning and conduct activities with other Mission HQ operational and planning components;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, Project Management, Business/Public Administration, Law, Police or Military Sciences or other relevant studies;
- At least 5 years of progressive professional experience in post-conflict environments, or similar operational or Mission experience, in the context of program/project management with a broad professional background, preferably in Mission HQ positions;

- Proactive approach and the ability to interact within an international environment;
- Proven track record of planning, concept, strategic and analytical work;
- Ability to prioritise and manage a demanding workload;
- Excellent organisational, planning, and time-management skills;
- Ability to acquire useful information from a variety of sources, and good writing skills for drafting accurate reports;
- Excellent 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 programs;
- Very good interpersonal and communication skills, and the ability to work as a member of a team;
- Good prioritisation.

Desirable

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



<b>Position:</b> Capacity Enhancement Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO OE 02b	<b>Location:</b> Tbilisi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Head of Operations/DCoS Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	

### Reporting Line:

The Capacity Enhancement Coordinator reports to the Head of Operations/Deputy Chief of Staff (HoOps/DCoS).

### Main Tasks and Responsibilities:

- To advise the HoOps/DCoS on the co-ordination and management of training and capacity enhancement activities and initiatives throughout the Mission in accordance with CPCC guidelines and Mission priorities;
- To conduct regular Training Needs Assessments throughout the Mission;
- To compile and manage the annual EUMM Training Strategy and the supporting Training Plan;
- To design, deliver, implement and coordinate training courses - using international best practices of adult learning didactics and methods - to reinforce and upgrade the knowledge and skills of Mission Members (MMs); thereby strengthening the implementation of the Mission Mandate;
- To design, deliver, implement and coordinate the Induction Course for Monitors to all International MMs;
- To produce training materials to support in-house training courses and programmes;
- To design feedback forms for all internal and external training courses and programmes. To collate information, obtain feedback from line managers, and to review and update internal training courses to reflect lessons learned;
- To assist the HoOps/DCoS in establishing EUMM as a 'Centre of Excellence' amongst CSDP Missions and to provide/exchange training support and knowledge to other Missions and/or CPCC required;
- To widely advertise within the Mission all planned internal and external trainings and capacity enhancement programmes and seminars. To co-ordinate and to submit all applications received from MMs to the Mission External Training Panel for review, and to ensure transparent selection processes at all times. To notify selected and non-selected applicants;
- To develop the EUMM Training Intranet Modules, and to identify practical and cost-effective relevant learning initiatives including e-learning programmes for National and International MMs;
- To draft training documents including policies, guidelines and Standard Operating Procedures (SOPs) as requested by HoOps/DCoS;
- To manage the EUMM training budget and to provide regular updates on expenditure as required;
- To serve as the Mission Focal Point on all training and capacity enhancement matters;
- To manage and maintain the Mission Training Database;
- To supervise, plan and guide the work of the Capacity Enhancement Officer;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Adult Learning, Political Sciences, Education, Social Sciences, or other relevant studies;
- The above mentioned experience must be in managing, co-ordinating and conducting training and/or adult learning programmes at the international level, including programme planning, design, implementation, management, monitoring and evaluation;
- Proven track record in the design and implementation of training materials, including the development of manuals, tools, and conducting capacity building activities. Previous work on the design and development of e-learning programmes an asset;
- International experience in crisis areas with multi-national and international organisations;
- Professional experience in the assessment of skills enhancement, and in the design and delivery of appropriate skills development trainings;
- Demonstrated willingness and confidence to deliver training modules in a wide range of subject areas, and to a wide range of audiences;
- Demonstrated organisational, analytical and administrative skills, as well as resourcefulness, initiative, maturity of judgement and team spirit;
- Very good skills in Microsoft Office, including MS PowerPoint.

### Desirable

- Demonstrated credible experience in an operational environment;
- Work experience in post-conflict environments or similar operational or Mission environments.

<b>Position:</b> Liaison Officer to the SSSG and MIA	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO OL 01	<b>Location:</b> Tbilisi	<b>Availability:</b> 16 Sep 2016
<b>Component/Department/Unit:</b> Operations Department/ Head of Operations/DCoS Office	<b>Security Clearance Level:</b> EU SECRET	

### Reporting Line:

The Liaison Officer to the SSSG and MIA reports to the Head of Operations/Deputy Chief of Staff (HoOps/DCoS).

### Main Tasks and Responsibilities:

- To act as EUMM Hotline holder on a twenty-four/seven basis;
- To liaise with counterparts from the State Security Service of Georgia (SSSG) and the Ministry of Internal Affairs (MIA) on a twenty-four/seven basis;
- To meet regularly with counterparts in the SSSG and 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 SSSG and MIA of Georgia and the Mission (hereinafter: Mechanism). To maintain regular contacts with the SSSG and MIA at all levels on every issue of interest relevant to the implementation of the Mandate;
- To assess and to analyse relevant information and data received from the SSSG and MIA, and to prepare proposals for discussion with the Head of Mission (HoM) on corrective measures when breaches to the Mechanism are noticed;
- To manage the processing of visit requests in accordance with Memoranda of Understanding (MoU) with the SSSG and MIA, including compiling all infringement data;
- To monitor and record all reported detentions and abductions in the areas adjacent to the Administrative Boundary Line (ABL) and to update the Mission on the situation of detainees;
- To provide 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;
- To facilitate meetings between the EUMM and the SSSG and MIA, by arranging venue and time, and/or by preparing briefing notes and speaking points as requested by EUMM delegation leaders;
- To monitor and analyse the activities of the SSSG and MIA relating to the implementation of the Six-point Agreement within the limits of the MoU with the SSSG and MIA and the Incident Prevention and Response Mechanism (IPRM). To propose solutions to HoOps/DCoS as required;
- To interact regularly with EUMM Field Offices (FOs) through visits. To provide advice to EUMM staff on police matters. To report on the latest SSSG and MIA developments;
- To assist EUMM FOs in establishing contacts with regional SSSG and MIA authorities;
- To maintain regular contacts with both national and international stakeholders in the field of law enforcement and justice;
- To provide inputs to Mission internal meetings, to the Watchkeeping Unit and to the Analytical Reporting and Outreach Department of the Mission;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

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

AND

- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience with at least 3 years of experience at the strategic level in the field of Law Enforcement.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, Business/Public Administration, Police or Military Sciences or other relevant studies;
- Professional fluency in Russian and English;
- Professional experience in mid-ranking posts in Police or Law Enforcement issues, or equivalent experience in liaising with Police or Military structures;
- Proven track record in mediation and negotiation;
- Ability to establish good and diplomatic relations with government officials;
- Proactive approach and the ability to interact within an international environment;
- Excellent interpersonal and communication skills;
- Ability to prioritise and manage a demanding workload;
- Ability to acquire useful information from a variety of sources and good writing skills for drafting accurate reports;
- Excellent organisational, planning, and time-management skills;
- Strong analytical skills combined with good judgement;
- Sensitivity and the ability to handle sensitive matters and to follow trends in the administration of diverse programs.

#### Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous field experience in international Organisations (EU, OSCE, UN etc.) at management level.

<b>Position:</b> Deputy Field Office Chief	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO GO 02 GEO ZO 02	<b>Location:</b> Gori Zugdidi	<b>Availability:</b> ASAP 21 Sep 2016
<b>Component/Department/Unit:</b> Operations Department/ Field Offices Gori and Zugdidi	<b>Security Clearance Level:</b> EU SECRET	

#### **Reporting Line:**

The Deputy Field Office Chief reports to the Field Office Chief (FOC).

#### **Main Tasks and Responsibilities:**

- To co-ordinate, manage and control EUMM structures and services at Field Office (FO) level, relating to the Operations and Mission Support Departments, in line with the instructions received by the FOC;
- To follow-up and to cooperate with the Mission HQ on all issues concerning the timely execution of activities relating to the Mandate;
- To be responsible for the implementation of contingency or emergency plans, as and when required;
- To assist the FOC in the planning, launching and carrying out of ad hoc activities emanating from political developments, the operational situation and unforeseen events;
- To hold periodic meetings with the FO Security Officer to ensure that Monitors perform their work in a secure and safe environment, particularly along the Administrative Boundary Line;
- To supervise the FO staff; both International and National staff;
- To oversee the personnel functions within the FO including the maintenance of the duty roster;
- To identify on-the-job training needs and, where possible, to organise such training in consultation with the Operations Department;
- To deputise for the FOC in his/her absence;
- To undertake any other relevant tasks as requested by the Line Managers.

#### **Education and Experience:**

##### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience with at least 3 years of experience in management level.

##### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, Business/Public Administration, Police or Military Sciences or other relevant studies;
- At least 3 years of managerial experience, including an extensive proven analytical background;
- Operational experience at senior level;
- Strong operational drive with a time critical, results-driven outlook;
- Strong team management and coordination skills of both international and national staff to manage concurrent activities and to make certain all deadlines are met;

- Use of own initiative when working individually as well as being the manager of a team within a multi-national environment;
- Ability to acquire useful information from a variety of sources, and good writing skills for drafting clear, concise and accurate reports;
- Ability to prioritise and manage a demanding workload;
- Solid experience in mentoring and motivating staff;
- Excellent interpersonal and communications skills. Ability to establish good, and diplomatic, relations with government officials;
- Sound and timely decision-making related to own duties as well as those which might affect the interests of colleagues and partners.

Desirable

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

<b>Position:</b> Operations Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO ZO 03 GEO GO 04	<b>Location:</b> Zugdidi Gori	<b>Availability:</b> 18 Sep 2016 26 Sep 2016
<b>Component/Department/Unit:</b> Operations Department/ Field Offices Zugdidi and Gori	<b>Security Clearance Level:</b> EU CONFIDENTIAL	

### Reporting Line:

The Operations Officer reports to the Field Office Chief (FOC).

### Main Tasks and Responsibilities:

- To plan, task and oversee the execution of all Field Office (FO) patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow through the FO by briefing staff and compiling reports so that all FO personnel are kept informed and updated on events;
- To handle incidents and events in the Area of Responsibility (AoR) as a member of the Field Office Security Management Team;
- To maintain and update Standard Operating Procedures (SOPs);
- To suggest amendments to Mission HQ Operations for the effective implementation of the Mandate through the chain of command;
- To provide Mission HQ with timely and accurate information in line with the prescribed operational rhythm;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To co-ordinate training activities in the FO;
- To plan visits of external official visitors to the FO, and to conduct external activities;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Police or Military Sciences or other relevant studies;
- The above mentioned relevant experience must be in police, military, public administration, political science, human rights or humanitarian organisations;
- At least 5 years of relevant 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.

Desirable

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



<b>Position:</b> Reporting and Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO ZO 08 GEO GO 09	<b>Location:</b> Zugdidi Gori	<b>Availability:</b> ASAP ASAP
<b>Component/Department/Unit:</b> Operations Department/ Field Offices Zugdidi and Gori	<b>Security Clearance Level:</b> EU CONFIDENTIAL	

### Reporting Line:

The Reporting and Information Officer reports to the Field Office Chief (FOC).

### Main Tasks and Responsibilities:

- To compile all regular reports (daily/weekly/monthly) and also special operational reports in accordance with relevant Mission planning documents;
- To debrief all Field Office (FO) patrols 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;
- To review patrol reports for quality and accuracy and to advise patrol leaders and team leaders accordingly;
- To process and to analyse information gathered by patrols; to identify significant events and trends, and to illustrate, where possible, with quantifiable data;
- To identify knowledge gaps on Mandate-sensitive issues;
- To propose potential themes that merit further study in order to best implement the Mission Mandate;
- To maintain and to regularly update the computerised knowledge data bases and statistics within the FO;
- To draft and to deliver briefings to visitors to the FO, including high level delegations;
- To work to and to meet all deadlines as determined by relevant Mission planning documents;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, Police or Military Sciences or other relevant studies;
- The 5 years of relevant experience must be in public administration, political science, intelligence or in a related area;
- Extensive experience in report writing - preferably in relation to a post-conflict environment;
- Demonstrated credible experience in an operational environment;
- 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;

- Capable of conducting analysis based on information and knowledge management, as well as databases;
- Highly developed drafting skills;
- Strong analytical skills combined with good judgment;
- Excellent interpersonal and communications skills.

Desirable

- International experience in crisis areas with multi-national and international organisations;
- Knowledge of Russian and/or Georgian language.

<b>Position:</b> Field Office Chief	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO GO 01	<b>Location:</b> Gori	<b>Availability:</b> 07 Dec 2016
<b>Component/Department/Unit:</b> Operations Department/ Field Office Gori	<b>Security Clearance Level:</b> EU SECRET	

### Reporting Line:

The Field Office Chief reports to Head of Operations Department/Deputy Chief of Staff (HoOps/DCoS).

### Main Tasks and Responsibilities:

- To oversee the work of the National and International personnel in the Field Office (FO) and to ensure that the monitoring activities are performed in full compliance with the Agreements of 12 August and 8 September 2008 respectively;
- To manage activities leading to the achievement of the outputs and benchmarks of the Mission Implementation Plan so that they are completed properly and on time;
- To oversee all FO Daily and Patrol reports to check that they adequately reflect the various components of the Mandate, i.e. (i) stabilisation of the situation in the Area of Responsibility (AoR), particularly in the former zone of conflict; (ii) normalisation, with focus on rule of law, effective law enforcement structures and public order, and the security of transport links, energy infrastructures and utilities, as well as the political and security aspects of the return of internally displaced persons (IDPs) and refugees; and, (iii) confidence building;
- To monitor human rights issues and the implementation of human rights conventions in accordance with the EU legislation in the FO AoR;
- To report on alleged human rights violations and to bring cases of alleged human rights violations to the attention of local authorities and, if necessary, to forward to relevant international organisations for further scrutiny and follow-up;
- To identify confidence-building measures in consultation with Operations at Mission HQ, particularly those for implementation in the adjacent zone (ADZ) or along the Administrative Boundary Line (ABL);
- To cooperate with relevant local (municipal and regional) authorities and international organisations located in the FO AoR;
- To submit reports to Mission HQ (HoOps and to the Analytical Reporting and Outreach Department) that contain a high level of accuracy and analysis;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience with at least 3 years of experience at management level.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Social Sciences, Business/Public Administration, Police or Military Sciences or other relevant studies;
- Demonstrable successful leadership and managerial experience including an extensive and proven analytical background;
- Operational experience at senior level;
- Strong operational drive with a time critical, results-driven outlook;
- Strong team management and coordination skills of both international and national staff to manage concurrent activities and to make certain all deadlines are met;
- Use of own initiative when working individually, as well as being the manager of a team within a multi-national environment;
- Ability to prioritise and manage a demanding workload;
- Experience in mentoring and motivating staff;
- Sound and timely decisions-making related to own duties as well as those which might affect the interests of colleagues and partners;
- Excellent interpersonal and communication skills.

#### Desirable

- International experience, particularly in crisis areas with multi-national and international Organisations;
- Knowledge of Russian and/or Georgian language.

<b>Position:</b> Communications & Information Systems (CIS) Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO MO 10**	<b>Location:</b> Mtskheta	<b>Availability:</b> 27 Sep 2016
<b>Component/Department/Unit:</b> Operations Department/ Field Office Mtskheta	<b>Security Clearance Level:</b> EU SECRET	

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To act as the initial point of contact for all CIS-related issues and CIS support requests in the Field Office (FO);
- To provide CIS first-level of support in the FO; initial troubleshooting for all directly-reported issues or issues assigned through the Help Desk ticketing system, to quickly restore the affected services;
- To follow the escalation procedures if an end user cannot solve the issue, to document all troubleshooting steps taken so that Help Desk managers in Mission HQ can identify recurring trends and take remedial action;
- To act as the custodian of all CIS assets deployed in the FO - from hardware and software to radio, satellite communication equipment and VTC (excluding server equipment). To maintain an accurate inventory and evidence of all CIS assets, their technical condition, distribution and location;
- To configure and deploy end-user CIS equipment, operating systems, computers, printers, radios, mobile phones, and to install and to configure software and/or other applications following specific guidelines and technical instructions from CIS HQ;
- To perform every 6 months the general maintenance of all hardware, software and communication equipment under his/her responsibility and to ensure their functionality within the accepted technical parameters. To submit monthly consolidated reports on the technical condition of the assets and general situation of the CIS-related activities to CCISO;
- To up-to-date information in the Active Directory regarding users, groups, group membership, printers, computers, user rights assignment and the file/folder structure.
- To administer the Mobile Device Management platform and mobile device fleet;
- To oversee the implementation of all CIS-approved Standard Operating Procedures (SOPs) and policies by the FO personnel throughout the FO Area of Responsibility;
- To provide end-user training, guidance and information on all aspects related to IT equipment, including hardware, software, satellite and radio communication devices and VTC system;
- To maintain permanent contact with CIS HQ and the Mission Security for technical and security instructions and implementation;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

Essential

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

AND

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

#### Specification of Education and Experience

- The above mentioned education/training must be in at least one of the following fields of expertise: Information Technology, IT Engineering, Telecommunications or other relevant studies;
- 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 the effective understanding and discussion with all staff members regarding the resolution of their user requests;
- 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.

#### Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience with the ITIL (Information Technology Information Library) best practices;
- Experience in planning and implementing projects and procurement actions.

<b>Position:</b> Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> Generic	<b>Location:</b> Zugdidi/Gori/Mtskheta	<b>Availability:</b> See page 1 and 2
<b>Component/Department/Unit:</b> Operations Department/ Field Office Zugdidi/Gori/Mtskheta	<b>Security Clearance Level:</b> EU CONFIDENTIAL	

### Reporting Line:

The Monitor reports to the Field Office Chief (FOC) through the Team Leader (TL).

### Main Tasks and Responsibilities:

- To monitor 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 Ministry of Internal Affairs (MIA), State Security Service of Georgia (SSSG) and Ministry of Defence (MoD);
- To monitor, conduct, analyse and report on requested issues pertaining to the stabilisation of the situation, especially regarding the security environment along the Administrative Boundary Line (ABL);
- To monitor, report and analyse the on-going normalisation process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order;
- To monitor, report and analyse the situation of Internally Displaced Persons (IDPs), Refugees and Returnees;
- To monitor the security of transport links, energy infrastructures and public utilities;
- To monitor human rights issues and the implementation of the human rights measures in conformity with the Mission Mandate and tasks;
- To report on possible human rights violations in conformity with the Mission Mandate and tasks;
- To propose, via the TL and FOC, for approval by HoM and DHoM/CoS, confidence-building activities and measures;
- To cooperate with all relevant authorities, local and international organisations when instructed by the TL;
- To contribute to the production of accurate reports, to make recommendations for improvement - including non-compliance reports - as necessary;
- To assist, advise and update the FOC on critical or emergency events that require immediate action/reaction in all Mandate/essential areas, through the chain of command;
- To drive EUMM vehicles with manual and automatic transmission during patrols in rough terrain and on duty trips;
- To undertake any other relevant tasks as requested by the Line Managers.

### Education and Experience:

Essential

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

### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relation, Diplomacy, Business/Public Administration, Police or Military Sciences or other relevant studies;
- At least 3 years of relevant professional experience in the police, military, public administration, political science, human rights or humanitarian organisations;
- Demonstrated credible experience in an operational environment;
- Experienced driver of vehicles with manual and automatic 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.

### Desirable

- Capable of conducting analysis based on information and knowledge management as well as using databases;
- Basic understanding of topographic maps, colours, symbols and scales;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions ("do no harm");
- Experience of working with civil society;
- Experience in working on land ownership issues, land disputes and property law;
- Experience in preparing project proposals and action plans;
- 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.).