

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Georgia (EUMM Georgia) 1-2016 Extraordinary Call for Contributions				
Organisation:	EUMM Georgia			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (1)</u>			
	GEO HO 04a	Executive Assistant to HoM and DHoM/Chief of Staff	Tbilisi	ASAP
	<u>Seconded/Contracted (2)</u>			
	GEO OG 01	Geographic Information System Officer	Tbilisi	ASAP
	GEO AP 03	Procurement Officer	Tbilisi	ASAP
Deadline for Applications:	Monday 12 September 2016 at 17:00 (Brussels time)			
E-mail Address to send the Job Application Form to:	cpcc.eummgeorgia@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Katarina Grape katarina.grape@ext.eeas.europa.eu +32 (0)2 584 39 29			

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 Skills¹ – 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.

¹ [Common European Framework of References for Languages](#)

Training – e-Hest² or equivalent.

Education – European Qualifications Framework (EQF)³.

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.

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

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

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

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

Reporting Line:

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

Main Tasks and Responsibilities:

- To participate in Mission management meetings and to manage all follow-up matters; to take minutes/notes at internal and external meetings; to co-ordinate the preparation of supportive documents, briefing notes, speeches etc. for internal/external meetings of HoM/DHoM/CoS;
- To Assist the HoM and DHoM/CoS in the daily management of the Office;
- To serve as a principal point of contact for HoM and DHoM/CoS to identify and to take appropriate action on requests from external interlocutors and the Mission staff, and to present them to HoM and DHoM/CoS for consideration;
- To draft, review and to prepare documents, administrative instructions, Standard Operating Procedures (SOPs), reports and letters for signature by HoM/DHoM/CoS;
- To attend internal and external meetings on behalf of HoM and DHoM/CoS as required;
- To Maintain contacts with local authorities, governmental and non-governmental organisations and other external counterparts in order to collect and disseminate information;
- To support/advise DHoM/CoS on matters relating to the Code of Conduct, and to play the role of Secretary on Disciplinary Boards;
- To co-ordinate visits to the Mission, to act as EUMM focal protocol 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
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: Management, Law, Diplomacy, International Relations, Political Science, Police or Military Sciences or other relevant studies;
- 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.

Desirable

- Knowledge of the administrative rules and regulations relevant to the European Commission and EEAS-administered Missions;
- International experience in multilateral crisis management or similar international organisations.

Seconded/Contracted

Position: Geographic Information System Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. number: GEO OG 01	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Operations Department/ Head of Operations Office	Security Clearance Level: EU SECRET	

Reporting Line:

The Geographic Information System Officer reports to the Head of Operations (HoOps).

Main Tasks and Responsibilities:

- To advise Mission Senior Management on all geographic information;
- To design, implement and maintain the Mission's Geographic Information database system as well as other geographic information systems (GIS);
- To oversee and maintain the Mission's cartographical work including programming of the mapping software;
- To produce accurate and up-to-date information using various sources of data, e.g. satellite imagery, topographic maps, GPS;
- To collect, process, analyse and evaluate various geographical datasets, and to disseminate within the Mission and to external stakeholders as appropriate;
- To implement quality assurance/quality control procedures on all geographical products, including geographic data and maps;
- To archive the Mission GIS data;
- To contribute to the production of reports as requested by HoOps;
- To design and conduct geographical information training and education programmes to Mission staff;
- To supply technical advice for the procurement of GIS / high technology goods and/or services, and participates, as appropriate, in relevant procurement processes;
- 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: Geographic Information or other relevant studies;
- The 5 years of relevant experience must be in Geographic Information or in a related area;
- Advanced understanding of satellite imagery, topographic maps and scales;
- Experience in administrating and maintaining web portal services and databases such as ArcGIS Server, Mapserver, Openlayers, OpenGeoSuite CE;

- Understanding of, and experience in, geographic information applications (GIS software) and web technologies as well as geographic database management, geographic/terrain analysis, cartography, mapping and project management tools;
- Knowledge of different data collection methodologies;
- Proven skills to analyse quantitative and qualitative statistical information;
- Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa;
- Excellent communication and presentation skills. Ability to brief complex plans comprehensively, accurately and coherently;
- Good prioritisation and workload management skills in a time-pressured environment;
- Clear and concise drafting and report writing skills;
- Strong analytical, organisational, planning, and time-management skills;
- Experienced user of MS Office suites and databases.

Desirable

- Experience in managing and updating GPS devices;
- Knowledge of ArcGIS API for Javascript;
- International experience particularly in crisis areas with multi-national and international organisations.

Position: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. number: GEO AP 03	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Mission Support/Procurement	Security Clearance Level: EU CONFIDENTIAL	

Reporting Line:

The Procurement Officer reports to the Chief of Procurement Officer.

Main Tasks and Responsibilities:

- To carry out procurement and contracting processes;
- To use legally established professional and transparent procurement policies and procedures of EC legislation and regulations, as adopted to the CSDP Mission;
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the Mission departments related with all contracting and procurement matters;
- To assist in the development of internal Mission procurement procedures;
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To undertake any other related 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: Law, Business or Public Administration, Economics or Finance or other relevant studies;
- At least 3-year working experience in contracting and procurement related matters;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in management of tendering processes and audits, preferably including EU procedures.

Desirable

- International experience, particularly from the CSDP or other international Missions in the crisis areas as well as from multi-national and international organisations;
- Good drafting and reporting skills.