



Annex 1

<p align="center">European Union Mission in Georgia (EUMM Georgia) 3-2021 Call for Contributions Requirements and Job Descriptions</p>					
Organisation:	European Union Monitoring Mission in Georgia				
Job Location:	As indicated below				
Employment Regime:	As indicated below				
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:	
	<u>Seconded (58)</u>				
	GEO HO 02b	Deputy Head of Mission	Tbilisi	23 Mar 2022	
	GEO CA 01a	Senior Mission Analytical Capability (MAC) Analyst	Tbilisi	03 Jan 2022	
	GEO CG 01	Gender Adviser	Tbilisi	14 Feb 2022	
	GEO PD 02	Deputy Head of PARC Department	Tbilisi	03 Jan 2022	
	GEO PR 04	Reporting Officer	Tbilisi	03 Jan 2022	
	GEO OP 06**	Mission Operations Officer	Tbilisi	03 Jan 2022	
	GEO PA 02**	Political Adviser	Tbilisi	03 Jan 2022	
	GEO BS 01c	BSE Human Resources Officer	Brussels	03 Jan 2022	
	GEO SE 07b	Security Liaison Officer	Zugdidi	16 Mar 2022	
	GEO ZO 01a	Head of Field Office	Zugdidi	26 Jan 2022	
	GEO ZO 03a; GEO ZO 04a	Operations Officer (2 posts)	Zugdidi	10 Mar 2022 17 Jan 2022	
	GEO ZO 07a	Reporting and Information Officer	Zugdidi	04 Jan 2022	
	GEO ZM 08	Monitor (11 posts)	Zugdidi	11 Apr 2022	
	GEO ZM 13*		Zugdidi	10 Jan 2022	
	GEO ZM 16		Zugdidi	03 Jan 2022	
	GEO ZM 20		Zugdidi	26 Apr 2022	
	GEO ZM 22*		Zugdidi	10 Jan 2022	
	GEO ZM 23		Zugdidi	10 Jan 2022	
	GEO ZM 24*		Zugdidi	03 Jan 2022	
	GEO ZM 25		Zugdidi	31 Jan 2022	
	GEO ZM 28		Zugdidi	10 Jan 2022	
	GEO ZM 32		Zugdidi	11 Apr 2022	
	GEO ZM 38		Zugdidi	04 Jan 2022	
	GEO GT 05		Operations Team Leader	Gori	20 Jan 2022
	GEO GO 07a, GEO GO 15		Reporting and Information Officer (2 posts)	Gori	03 Jan 2022; 24 Jan 2022
	GEO GO 12*		CIS Officer	Gori	24 Feb 2022
GEO GM 04	Monitor (17 posts)		Gori	06 Apr 2022	
GEO GM 08			Gori	11 Apr 2022	
GEO GM 11			Gori	03 Jan 2022	
GEO GM 12*		Gori	03 Jan 2022		
GEO GM 22		Gori	10 Jan 2022		
GEO GM 29		Gori	17 Jan 2022		
GEO GM 33		Gori	31 Jan 2022		

GEO GM 35		Gori	31 Jan 2022
GEO GM 38		Gori	26 Jan 2022
GEO GM 41		Gori	02 Feb 2022
GEO GM 43		Gori	10 Jan 2022
GEO GM 45		Gori	02 May 2022
GEO GM 50		Gori	10 Jan 2022
GEO GM 58		Gori	29 Apr 2022
GEO GM 59		Gori	10 Jan 2022
GEO GM 62		Gori	10 Jan 2022
GEO GM 66		Gori	10 Jan 2022
GEO MO 03a; GEO MO 04a	Operations Officer (2 posts)	Mtskheta	24 Jan 2022 03 Mar 2022
GEO MO 10b	CIS Officer	Mtskheta	03 Jan 2022
GEO MT 02	Monitoring Team Leader (Compliance Team)	Mtskheta	03 Jan 2022
GEO MM 06	Monitor (9 posts)	Mtskheta	28 Mar 2022
GEO MM 07		Mtskheta	11 Apr 2022
GEO MM 10		Mtskheta	02 May 2022
GEO MM 15		Mtskheta	03 Jan 2022
GEO MM 17		Mtskheta	19 Apr 2022
GEO MM 25		Mtskheta	10 Jan 2022
GEO MM 27		Mtskheta	02 May 2022
GEO MM 30		Mtskheta	07 Mar 2022
GEO MM 31		Mtskheta	17 Feb 2022
Seconded/Contracted (3)			
GEO HF 01	Verification Officer	Tbilisi	03 Jan 2022
GEO SE 12b	Mission Information /CIS Security Advisor	Tbilisi	03 Jan 2022
GEO HO 06c***	Executive Officer to the Head of Mission	Tbilisi	03 Jan 2022
Deadline for Applications:	Friday, 05 November 2021 at 17:00 (Brussels time)		
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p style="padding-left: 40px;">a) You are already registered on Goalkeeper AND you have an EU Login:</p> <p style="padding-left: 40px;">https://goalkeeper.eeas.europa.eu/registrar/web</p> <p style="padding-left: 40px;">b) You do not have a Goalkeeper account or an EU Login:</p> <p style="padding-left: 40px;">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2) You do not have the nationality of an EU Member State:</p> <p>Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</p> <p>Please Note: <i>Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>		
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):		

Mr Manuel Abadia Cutillas cpcc.eummgeorgia@eeas.europa.eu +32 (0)2 584 26 01

*Availability of post is subject of acceptance of extension request

**Availability of post is subject of acceptance of selection/confirmation of End of Mission

***Availability of post is subject of RELEX approval of Budget changes

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:

I. GENERAL CONDITIONS

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. The candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

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

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

Physical and Mental Health – 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 and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the

Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

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

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

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

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

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

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

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

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

II.B Desirable Requirements

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

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

² [Common European Framework of References for Languages](#)

Knowledge and Experience of SSR – The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The selected candidates must have 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.

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

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. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Personal Protection Equipment – Recommended and mandatory equipment is listed in Annex 2

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for an improved gender balance in CSDP missions and operations, in conformity with UNSCR 1325. The European External Action Service (Head of Mission/Operation Commander) asks Contributing States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, 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 States will bear any related costs.

N.B 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.

Training – The selected candidates should complete Missionwise and SAFE³ modules, which are designed for the delegations or equivalent, until a new platform is launched.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Data Protection - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

V. JOB DESCRIPTIONS

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

³ <https://webgate.ec.europa.eu/eeas/security-e-learning>

SECONDED POSITIONS

Position Name: Deputy Head of Mission	Employment Regime: Seconded	
Ref. Number: GEO HO 02b	Location: Tbilisi	Availability: 23 March 2022
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Mission reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan in consultation with the Chief of Staff;
- To deputise for the HoM in his/her absence;
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To supervise the implementation of mechanisms in the Mission for ensuring gender equality, gender mainstreaming, and the Women, Peace and Security agenda in general;
- To supervise the implementation of mechanisms in the Mission for ensuring Human Rights mainstreaming;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the Code of Conduct and Discipline;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To support the HoM in liaising with the Incident Prevention and Response Mechanism (IPRM) participants and with international organisations and diplomatic representatives;
- To ensure that liaison and coordination are consistently maintained with EU, non-EU and local stakeholders according to HoM's instructions; in particular to liaise with the EU Delegation and the Office of the EUSR, especially with reference to the Confidence Building Facility;
- To support the HoM in the duty of care of Mission personnel;

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level;

- Experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.

5. Essential Knowledge, Skills and Abilities:

- Capacity to lead and oversee a Mission with staff members of different professional backgrounds;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Familiarity with diplomatic protocol;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;

6. Desirable Qualifications and Experience:

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms;
- Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language(s).

Position Name: Senior Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: GEO CA 01a	Location: Tbilisi	Availability: 03 January 2022
Component/Department/Unit Mission HQ/CoS	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line

The Senior Mission Analytical Capability (MAC) Analyst reports to the Chief of Staff.

2. Main Tasks and Responsibilities

- To support the Missions' situational awareness in accordance with the agreed MAC concept;
- To establish where required and as directed by the HOM liaison arrangements with relevant counterparts;
- To disseminate MAC products internally and/or externally as directed by the HoM and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To act upon the HoM's information and analysis requirements;
- To help if so directed with analysis related to hybrid threats including disinformation.

3. General Tasks and Responsibilities

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience

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

5. Essential Knowledge, Skills and Abilities

- Handling, processing, analysis and presentation of information from various sources;
- Excellent Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills;

6. Desirable Qualifications and Experience

- Analytical experience gained through work for a governmental agency or similar;
- Experience in the use of analytical IT packages and processes;
- Successful completion of OSINT courses;

- International experience in crisis areas and/or in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Previous relevant professional experience in Eastern Europe.

7. Desirable Knowledge, Skills and Abilities

- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Knowledge of the regional context;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Gender Adviser	Employment Regime: Seconded	
Ref. number: GEO CG 01	Location: Tbilisi	Availability: 14 February 2022
Component/Department/Unit: Chief of Staff Office / Gender Adviser	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Gender Adviser reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender and gender mainstreaming issues;
- To advise on gender and gender mainstreaming issues within the Mission, as well as throughout the Mission's activities;
- To advise on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on Women, Peace and Security;
- To undertake systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring and reporting, data collection and staffing;
- To monitor and analyse the gender situation in Georgia including the breakaway areas;
- To advise on the development and management of strategic communications with regards to gender issues;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures;
- To liaise with the local and international entities involved in the promotion of gender equality and gender mainstreaming;
- To contribute to Mission's reporting and information flow on gender-related aspects;
- To contribute to the induction training of Mission's staff members as required.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in/sound knowledge of gender and gender mainstreaming issues and tools, in particular in a post-conflict environment/process;
- Substantial knowledge of UNSCRs on Women, Peace and Security (UNSCR 1325 and subsequent resolutions) and other gender equality frameworks.

5. Essential knowledge, skills and abilities:

- Good writing and communication skills;
- Analytical and advocacy skills on gender issues;
- Negotiations skills;
- Establish and maintains relationships with a board range of people to understand needs and gain support;
- A self-starter and ability to develop strategies to accomplish objectives;
- Proactive approach and the 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.

6. Desirable Qualifications and Experience:

- Master's Degree in Gender Studies, Law, Human Rights or International Relations;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Proven track record of planning and implementing projects;
- Solid knowledge of relevant EU documents and policies.

7. Desirable knowledge, skills and abilities:

- Excellent communication, organisational, planning, and time-management skills;
- Ability to handle sensitive matters and information;
- Strong research and analytical skills combined with the ability to analyse and integrate diverse information from a variety of sources;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Deputy Head of Political, Analysis, Reporting and Communications Department	Employment Regime: Seconded	
Ref. Number: GEO PD 02	Location: Tbilisi	Availability: 03 January 2022
Component/Department/Unit: Analytical Reporting and Outreach Department / Head of PARC Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Political, Analysis, Reporting and Communications Department reports to the Head of Political, Analysis, Reporting and Communications Department (HoPARCD).

2. Main Tasks and Responsibilities:

- To provide political and strategic advice to the Head of Mission (HoM) and Deputy Head of Mission/Chief of Staff (DHoM/CoS), under the authority of the Head of PARCD;
- To supervise the department, its units and staff, ensuring proper coordination and development of internal PARCD procedures as required by the Head of PARCD;
- To supervise, coordinate and act as screening authority and quality assurance for PARCD reports and briefings prior to approval by the chain of command (Head of PARCD and HoM/DHoM/CoS);
- To liaise with other stakeholders inside and outside of the Mission, in particular with the EU Delegation and the EUSR's Office, as instructed by the Head of PARCD;
- To define, oversee and maintain the PARCD information requirements for the Mission Information Collection Plan;
- To advise the Head of PARCD on matters relating to analytical reporting, political and outreach issues;
- To deputise for the Head of PARCD in his/her absence from the Mission or whenever tasked to do so by the Head of PARCD.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at a management/coordination level, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- Clear and concise drafting, report writing and editing skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and/or international organisations;
- Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in mentoring and motivating staff.
- Analytical background combined with excellent political awareness and judgement.

7. Desirable Knowledge, Skills and Abilities:

- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment;
- Diplomacy and tact, negotiation and decision-making skills;
- Ability to acquire useful information from a variety of sources;
- Communication and presentation skills;
- Ability to manage both international and national staff, and the ability to manage concurrent activities and to make certain all deadlines are met;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: GEO PR 04	Location: Tbilisi	Availability: 03 January 2022
Component/Department/Unit: Political, Analysis, Reporting and Communications Department/ Reporting Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Reporting Officer reports to the Head of the Political, Analysis, Reporting and Communications (PARC) Department.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- To keep abreast of all Mission findings and of relevant developments;
- To verify and de-conflict information with Mission staff at HQ and in the field;
- To draft and review periodic and ad-hoc reporting products for submission to the chain of command;
- To contribute to the drafting of the Mission's inputs to the Incident Prevention and Response Mechanism meetings and to the Geneva International Discussions;
- To participate in the development and review of reporting policies and SOPs;
- To collaborate with relevant colleagues to ensure the inclusion of graphics and maps in reports and presentations;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To maintain positive working relationships with Field Offices, provide guidance and feedback to Field Office Reporting and Information Officers to ensure submission of high-quality information;
- To contribute to the development and regular updating of the Mission Implementation Plan.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

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

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

5. Essential Knowledge, Skills and Abilities:

- Sound judgment in identifying priority issues from information received;
- Ability to synthesize information and draft clearly, succinctly and quickly;
- Excellent drafting and editing skills;
- Excellent communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Time management skills and ability to prioritise;
- Political awareness and judgment;
- Ability to identify the need for follow-up actions on information received and to ensure they are taken expeditiously;
- Ability to work as a member of a team.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language(s).

Position Name: Mission Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO OP 06**	Location: Tbilisi	Availability: 03 Jan 2022
Component/Department/Unit: Operations Department/ Tbilisi Component	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Mission Operations Officer reports to the Head of Operations (HoOps).

2. Main Tasks and Responsibilities:

- To ensure the communication flow and timely information sharing of operational findings between the Operations Department in the Mission Headquarters and the Field Offices;
- To oversee the operational state of play of all three Field Offices and, through the HoOps, to keep the Mission Senior Management informed on all relevant operational developments;
- To plan and coordinate operational activities that require cross-departmental co-operation between the Field Offices;
- To maintain and update operational Standard Operating Procedures;
- To coordinate cross-departmental development processes and cross-departmental activities between the Operations Department in the Mission Headquarters and the Field Offices;
- To suggest amendments to Mission Operations for the effective implementation of the mandate;
- To co-ordinate training activities, in close cooperation with the Mission Training section, of all three Field Office;
- To conduct quantitative and qualitative analysis of inputs, originating from the Field Offices' operational activities, and state of play on mandate implementation;
- To liaise regularly with other Mission operational elements in the Field Offices and in the Mission Headquarters;
- To draft various operational instructions and other guiding documents as delegated by the HoOps;
- To support and contribute to the regular updating of the Mission Implementation Plan and the Mission Information Collection Plan;
- To support and contribute to the collection of the Mission's lessons learned, originating from, and having an effect on, Common Security and Defence Policy activities, from operational and tactical levels of planning and conduct.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods
Organisational, prioritisation, planning, and time-management skills;
- Report compilation, drafting and editing skills as well as database management.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Operational planning/project management experience, in a national or international context.

7. Desirable Knowledge, Skills and Abilities:

- Conceptual and strategic skills;
- Presentation skills;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: GEO PA 02**	Location: Tbilisi	Availability: 03 Jan 2021
Component/Department/Unit: Political, Analysis, Reporting and Communications Department/ Political Advice Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Political Adviser reports to the Head of Political, Analysis, Reporting and Communications Department (PARC).

2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors and international organisations;
- To contribute to the preparation of briefings and notes as requested;
- To prepare records of meetings attended;
- To participate in regular Mission reporting, and to draft other reports as appropriate;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons learned identification;
- To undertake any other related task as requested by the Line Manager(s).
- To advise the Head of Mission (HoM) through the Head of PARC, as well as to advise directly the Head of PARC, on all political matters relating to the Mission;
- To draft speeches and statements for the HoM and to provide substantial support to other Mission elements in the handling of issues of political relevance;
- To contribute to the drafting of the Mission's reporting products;
- To contribute to the preparations and conduct of official visits and bilateral and multilateral meetings (Incident Prevention and Response Mechanism meetings, Geneva International Discussions, etc.);
- To prepare and deliver briefings to internal and external audiences;
- To promote a positive, gender-equal and inclusive working environment in accordance with EU values
- To undertake any other related tasks as requested by the Line Manager(s).

3. General Tasks and Responsibilities:

- 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, both governmental and non-governmental;
- To contribute to the analysis of disinformation threats and to contribute to countering disinformation, including by helping inform related strategic communications/public relations efforts
- To liaise closely with the office of the EUSR for Georgia

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science, International Relations, Geopolitics, Law; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Proven and extensive experience in analysis, clear and concise report writing and drafting.

5. Essential knowledge, skills and abilities:

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Excellent oral and influencing skills, with the ability to give clear advice on issues;
- Ability to acquire useful information from a variety of sources.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds, in a political advisory capacity.

7. Desirable knowledge, skills and abilities:

- Good knowledge of the European Union policies and institutions, particularly CFSP and CSDP;
- Good knowledge of the region of South Caucasus;
- Ability to provide fact-based assessment and analysis;
- Time management skills and ability to prioritise;
- Ability to work as a member of a team;
- Knowledge of Georgian and Russian language.

Position Name: BSE Human Resources Officer	Employment Regime: Seconded	
Ref. Number: GEO BS 01c	Location: Brussels	Availability: 03 January 2022
Component/Department/Unit: Chief of Staff Office/Brussels Support Element (BSE)	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The BSE Human Resources Officer reports to the Chief of Staff (CoS), but is embedded in the CPCC in Brussels and functionally cooperates closely with the Missions Personnel Division.

2. Main Tasks and Responsibilities:

- To establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission, and co-ordinating all relevant human resources-related issues;
- To advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- To prepare Calls for Contributions, process applications, and to participate in their distribution;
- To cooperate closely with the EUMM Human Resources Section in all Human Resources related issues;
- To implement the selection staff policies and processes job applications as per CPCC rules;
- To participate in the recruitment, selection and deployment of international staff;
- To maintain rosters and databases, including CIMA, in co-ordination with CPCC;
- To maintain records related to staff selection;
- To apply Human Resources/Personnel Policies and Procedures;
- To advise in preparation of Job Descriptions and Standard Operating Procedures;
- To participate in the preparation of administration related plans and reports;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience in human resources related issues, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Administrative skills and attention to details;
- Analytical and reporting skills;
- A self-starter, with ability to prioritise tasks independently;

- Good communication skills;
- Networking skills.

6. Desirable Qualifications and Experience:

- International experience in crisis areas with multinational and/or international organisations;
- Experience in planning and implementing projects in the field of human resources;
- Experience of staff recruitment;
- Experience in planning and supervising personnel logistics.

7. Desirable Knowledge, Skills and Abilities:

- Ability to use own initiative when working individually, as well as being a member of a team in a multi-national environment;
- Ability to deal with stakeholders at all levels in a multicultural environment;
- Knowledge of the functioning of the EU, and in particular CSDP Missions;
- Knowledge of French language.

Position Name: Security Liaison Officer	Employment Regime: Seconded	
Ref. Number: GEO SE 07b	Location: Zugdidi	Availability: 16 March 2022
Component/Department/Unit: Security and Duty of Care Department/Security Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Security Liaison Officer reports to the Deputy Senior Mission Security Officer (DSMSO) through the Mission Security Officer (MSO).

2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission staff and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To ensure that all Mission security guidelines are implemented across the Field Office (FO) Area of Responsibility (AoR);
- To liaise 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, premises and assets;
- To conduct periodic security risk assessments and to issue regular written security up-dates;
- To supervise and monitor the outsourced security guards and access control, and to advise as required;
- To participate in updating the Standard Operating Procedures, Contingency Plans, and Evacuation and Relocation Plans;
- To coordinate the training on the prevention of fire, as well as modular training to support the delivery of Safety and Security Awareness Training (SSAT);
- To drive EUMM vehicles with manual and automatic transmission in rough terrain;
- To deputise during the absence of the MSO;
- To promote a positive, gender-equal and inclusive working environment in accordance with EU values.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the

European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

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

5. Essential Knowledge, Skills and Abilities:

- Planning, and time-management skills;
- Ability to acquire, analyse and integrate diverse information from a variety of sources;
- Clear and concise drafting and report writing skills;
- Sensitivity and ability to handle sensitive matters;
- Ability to perform under stress and in difficult circumstances.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Experience in liaison with law enforcement authorities;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Validated License for armoured vehicle or C or C1 Driving license;
- Relevant experience in handling EU classified information, or similar.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Head of Field Office	Employment Regime: Seconded	
Ref. number: GEO ZO 01a	Location: Zugdidi	Availability: 26 January 2022
Component/Department/Unit: Operations Department/ Field Office Zugdidi	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Field Office (HoFO) reports to the Head of Operations (HoOps).

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Field Office (FO) in accordance with the Mission's planning documents, instructions and guidance;
- To oversee the FO's contribution to the Mission's internal and external reporting;
- To coordinate the Mission Support related aspects of the FO, under the guidance of the Head of Mission Support Department;
- To assess the consistency and sustainability of the Mission's activities over time, and to provide recommendations for the improvement of performance;
- To co-operate with relevant local (municipal and regional) authorities, civil society, and international organisations in close cooperation with Mission's Head Quarter (MHQ);
- To ensure, in coordination with the Mission's Security and Duty of Care Department, that FO staff perform their work in a secure and safe environment;
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the FO;
- To supervise the input to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's operational requirements;
- To maintain close coordination with the other Mission's operational and support components;
- To ensure that Mission staff contribute to identifying and reporting lessons learned and best practices within their respective area of responsibility;
- To ensure that the FO staff are periodically updated on the progress of implementation of the mandate;
- To promote a positive working environment, and to continuously maintain a fair, realistic and transparent system of performance evaluation for all FO staff;
- To oversee the work of the National and International staff in the FO and to ensure that the monitoring activities are performed in accordance with all relevant agreements;
- To oversee that all activities, including monitoring, patrolling, outreach and reporting, adequately reflect the various components of the mandate, and are documented accordingly;
- To monitor human rights issues and issues related to the Women, Peace and Security agenda in accordance with the relevant international conventions, resolutions and EU legislation;
- To ensure timely and accurate reporting to Mission HQ on alleged human rights violations;
- To identify confidence-building measures and projects in the Area of Responsibility of the FO;
- To submit timely, accurate factual/analytical reports to Mission HQ.

3. General Tasks and Responsibilities:

- To contribute to the identification of lessons and best practice in the area of competence;
- To contribute to mission reporting in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to use own initiative and make sound and timely decisions;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diverse team;
- Having a sound judgement on political, human security and diplomatic issues.

6. Desirable Qualifications and Experience:

- Experience at a senior level managing operations in a civilian/humanitarian, police or military context;
- International experience, particularly in crisis areas with multi-national and International Organisations;
- Excellent interpersonal skills;
- Experience in implementing the principles of a Code of Conduct within a fast changing work environment;
- Ability to remain flexible, adapt quickly, prioritise, and to work within limited time frames;
- Professional qualification and/or certificate in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language(s).

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO ZO 03a GEO ZO 04a GEO MO 03a GEO MO 04a	Location: Zugdidi Zugdidi Mtskheta Mtskheta	Availability: 10 March 2022 17 January 2022 24 January 2022 03 March 2022
Component/Department/Unit: Operations Department/ Field Offices Zugdidi and Mtskheta/ Operations Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Operations Officer reports to the Operations Team Leader.

2. Main Tasks and Responsibilities:

- To plan, task and oversee the implementation of all Field Office 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 as a member of the FO Security Management Team;
- To suggest amendments to Mission HQ Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities in the FO;
- To plan visits of external official visitors to the FO, and to conduct external activities;
- To conduct quantitative and qualitative analysis of inputs originating from the Field Office's (FO) operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission, through the chain of command, to the Mission's operational headquarters;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To support and contribute to the collection of the Mission's lessons learned, originating from, and having an effect on, Common Security and Defence Policy activities, from operational and tactical levels of planning and conduct.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods Organisational, prioritisation, planning, and time-management skills;
- Report compilation, drafting and editing skills as well as database management;
- Good knowledge of the European Union Policies and Institutions in particular Common Foreign and Security Policy (CFSP) and Common Security and Defence Policy (CSDP).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas, with multi-national and International Organisations working with people from diverse backgrounds;
- Operational planning/project management experience, in a national or international context.

7. Desirable Knowledge, Skills and Abilities:

- Conceptual, organisational and strategic skills;
- Presentation skills;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO ZO 07a GEO GO 07a GEO GO 15	Location: Zugdidi Gori Gori	Availability: 04 January 2022 03 January 2022 24 January 2022
Component/Department/Unit: Operations Department/ Field Offices Zugdidi and Gori/Reporting and Analysis Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Reporting and Information Officer reports to the Head of Field Office (on day-to-day matters), and to the Head of the Political, Analysis, Reporting and Communications (PARC) Department (on functional matters).

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and relevant international stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding the Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- To receive debriefings from all Field Office patrols after their return from their daily patrol duties so that all relevant monitoring information is available and inputted into the daily Field Office reports;
- To review patrol reports for quality and accuracy, and to advise patrol leaders and team leaders accordingly;
- To process and to analyse information gathered by patrols;
- To maintain and to regularly update the computerised knowledge databases and statistics within the Field Office;
- To promote a positive, gender-equal and inclusive working environment in accordance with EU values.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

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

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

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, highly developed drafting and editing skills;
- Good knowledge of the European Union Policies and Institutions in particular Common Foreign and Security Policy (CFSP) and Common Security and Defence Policy (CSDP).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Experience in report writing - preferably in relation to a post-conflict environment;
- Experience in an operational environment in a civilian/humanitarian, police or military context.

7. Desirable Knowledge, Skills and Abilities:

- Ability to prioritise and manage a demanding workload;
- Understanding of team work processes and readiness to cooperate effectively with colleagues performing a variety of tasks.

Position Name: Operations Team Leader	Employment Regime: Seconded	
Ref. Number: GEO GT 05	Location: Gori	Availability: 20 January 2022
Component/Department/Unit: Operations Department/ Field Office Gori/Operations Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Operations Team Leader reports to the Head of Field Office (HoFO).

2. Main Tasks and Responsibilities:

- To lead and to act as first Line manager of the Field Office (FO) Operations Team, including the FO Watchkeeping Capacity;
- To oversee and to monitor the implementation of the operational objectives of the Operations Team;
- To conduct quantitative and qualitative analysis of the FO's operational activities, and state of play on mandate implementation;
- To produce timely and accurate, periodic ad-hoc reports for submission, through the chain of command, to the Mission's operational headquarters, as well as written reports requested by the HoFO;
- To identify best practice and lessons learned within the field of responsibility;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan;
- To oversee the planning, tasking and oversight of the implementation of all 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 maintain and update FO operational Standard Operating Procedures;
- To handle incidents and events in the Area of Responsibility as a member of the FO Security Management Team;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To suggest amendments to Mission HQ Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities in the FO;
- To plan visits of external official visitors to the FO, and to conduct external activities;
- To promote a positive, gender-equal and inclusive working environment in accordance with EU values.

3. Mission Specific Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

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

equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years should be at a Management or Team Leader level.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods
Organisational, prioritisation, planning, and time-management skills;
- Report compilation, drafting and editing skills as well as database management.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- At least 3 years experience in an operational environment, e.g. crisis management, security actor, humanitarian or development field work, or in another relevant international work environment;
- Operational planning/project management experience, in a national or international context.

7. Desirable Knowledge, Skills and Abilities:

- Conceptual and strategic skills;
- Presentation skills;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Communication & Information Systems (CIS) Officer	Employment Regime: Seconded	
Ref. number: GEO MO 10b GEO GO 12*	Location: Mtskheta Gori	Availability: 03 January 2022 24 February 2022
Component/Department/Unit: Operations Department/ Field Offices Zugdidi and Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The CIS Officer reports operationally to the Head of Field Office, acting with the needed coordination on CIS issues with the Head of Communications and Information Systems.

2. Main Tasks and Responsibilities:

- To provide CIS first-level of support in the Field Office; to initial troubleshooting for all directly-reported issues or tickets assigned through the Help Desk ticketing system, quickly restore the affected services;
- To act as the custodian of all CIS assets deployed in the Field Office - from hardware and software to radio, satellite communication equipment and VTC (excluding network and server equipment);
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals in the Field Office;
- To deploy departmental training activities including user training programs in support of new technologies and procedures in the Field Office;
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To permanently monitor the security posture of CIS assets and correct functioning of security controls (i.e. antivirus/antimalware) and take appropriate actions to remediate their functionality;
- To submit, whenever necessary, consolidated reports on the existence and technical condition of the assets and general situation of the CIS-related activities to Head of CIS;
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operation System, printer and network connectivity, software functionality, radio network, monitoring permanently that IT and communication assets are properly used and in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment under his/her responsibility, to ensure their functionality within the accepted technical parameters;
- To maintain permanent contact with CIS HQ and the Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems available in Field Office, to prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all CIS-approved Standard Operating Procedures (SOPs) and policies by the Field Office personnel throughout the Field Office Area of Responsibility;
- To prepare user guides and manuals for end users regarding the use of IT systems (printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios)
- To support the Field Office by conducting monitoring activities and analysing and reporting on requested issues pertaining to the Field Office Area of Responsibility;

- To undertake any other related tasks, as requested by the Head of Field Office and Head of CIS on technical aspects.
- To maintain an accurate and up-to-date inventory and records of all CIS assets and network services, their functionality, distribution and location.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum 4 years of relevant professional experience in the field of information/communication technology and management, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems, after having fulfilled the education requirements and/or public administration, political science, human rights or humanitarian organisations, the police, military, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Good knowledge of computer systems and wired/wireless network technologies (e.g. LANs, MANs, WANs);
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services;
- Strong analytical and problem solving skills;
- Ability to acquire, analyse and manage information from a variety of sources, and writing skills for drafting accurate reports.

6. Desirable Qualifications and Experience:

- Experience with the ITIL (Information Technology Information Library) best practices;
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Knowledge of hardware performance and specifications;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Category C driving license and experience driving vehicles with manual transmission.

Position Name: Monitoring Team Leader	Employment Regime: Seconded	
Ref. Number: GEO MT 02	Location: Mtskheta (Compliance Team)	Availability: 03 January 2022
Component/Department/Unit: Operations Department/Field Office Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Monitoring Team Leader reports to the Head of Field Office (HoFO).

2. Main Tasks and Responsibilities:

- To lead the Field Office (FO) Monitoring Team to which they are assigned;
- To communicate and monitor achievement of operational objectives by the Monitoring Team, and to act as first Line Manager for Monitors in his/her team;
- To ensure the timely flow of information within the Field Offices;
- To analyse patrol findings alongside previously recorded information to monitor trends, developments, information gaps and to plan further patrol tasking;
- To guide and to oversee the tasks of team members including Patrol Leaders;
- To act as focal-point for receiving, developing and disseminating the Team's information;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To identify best practice and lessons learned within the field of responsibility;
- To ensure that patrols are planned and carried out in accordance with HoFO guidelines, directions and Mission Standard Operating Procedures;
- To further develop expertise in relevant thematic areas within the team, and to actively maintain up-to-date knowledge;
- To supervise and advise team members on all aspects of their duties (duty rosters, leave, deployment, etc.).
- To build and maintain efficient and effective team cooperation;

Compliance Team (CT)

- To advise and assist the HoFO on all aspects of the compliance of relevant security actors to military and police related technical arrangements;
- To plan and conduct compliance activities in coordination with the EUMM Senior Liaison Officer to GEO MIA (Ministry of Internal Affairs) and SSSG (State Security Service of Georgia) and the Liaison Officer to the MoD (Ministry of Defence);

Administrative Boundary Line Team (ABLT)

- To advise and assist the HoFO on all aspects of ABL-related Security, Compliance and Human Rights-related issues (including gender equality and women's rights) as well as his or her team's other thematic areas of work;

Human Security Team (HST)

- To advise and assist the HoFO on all aspects of Human Security issues (including human security, human rights, humanitarian, gender or other related issues) as well as his or her team's other thematic areas of work;

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

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

Compliance Team

- The above professional experience should be acquired in law enforcement, or military service or in work related to police or military.

5. Essential knowledge, skills and abilities:

- Analytical capability and knowledge of information collection and analytical methods organisational, prioritisation, planning, and time-management skills;
- Report compilation, drafting and editing skills as well as database management;
- Demonstrates cultural and gender sensitivity and respect for diversity;
- Presentation and report writing skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- At least 3 years experience in an operational environment, e.g. crisis management, security actor, humanitarian or development field work, or in another relevant international work environment;
- Experience of working with civil society;
- Experience in establishing trust and building relationships with vulnerable women and men, Internally Displaced Persons (IDP's) and refugees;
- Experience in preparing action plans;
- Background and experience in gender and human rights issues;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid, etc.

Human Security Team

- Experience in working on land ownership issues, land disputes and property law;

7. Desirable knowledge, skills and abilities:

- Basic understanding of topographic maps, colours, symbols, scales and handheld GPS;
- Ability to conduct analysis based on information, knowledge management and databases;
- Validated License for armoured vehicle or C or C1 Driving license;
- Knowledge of Russian and/or Georgian language(s).

Compliance Team

- Knowledge of and familiarity with military equipment (ex-Soviet, Russian, and NATO);
- Knowledge of security operations, organisation and training doctrines (NATO, Russian);

Human Security Team

- Knowledge on property issues in post-conflict environment, irrigation, water access.

Position Name: Monitor	Employment Regime: Seconded	
Ref. Number: See page 1&2	Location: Zugdidi/Gori/Mtskheta	Availability: See page 1&2
Component/Department/Unit: Operations Department/Field Offices Zugdidi,Gori and Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Monitor reports to the Head of Field Office (HoFO), through the Monitoring Team Leader (TL).

2. Main Tasks and Responsibilities:

- To conduct monitoring activities in full compliance with the Mission's mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the FO Area of Responsibility (AoR), in line with the Mission's core pillars;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To assist, advise and update the Line Management on critical or time-sensitive events in the Mission's Area of Responsibility/interest that require immediate action/reaction by Line Management;
- To liaise with the local population, civil society, military and police in relation to the Mission's core pillars;
- To propose to the Mission HQ, via the TL and HoFO, confidence-building activities and measures;
- To liaise with conflict-affected communities as part of information collection and analysis;
- To operate the tethered aerostat monitoring system, as required, following basic training;
- To cooperate and liaise with all relevant authorities, local and international organisations;
- To integrate gender perspectives including issues related to women, peace and security into monitoring and reporting activities;
- To drive EUMM vehicles with manual and automatic transmission during patrols.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Experienced driver of vehicles with manual transmission;
- Ability to acquire, analyse and manage information from a variety of sources, and English writing skills for drafting accurate reports.

6. Desirable Qualifications and Experience:

- *Civilian and/or female candidates are highly encouraged to apply.*
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Experience of working with civil society, military and/or police;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions;
- Experience in working on land ownership issues, land disputes and property law;
- Experience in working on gender and/or Women, Peace and Security issues and human rights;
- Experience in preparing project proposals and action plans;
- Experience in establishing trust and building relationships with conflict affected women and men;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid etc.

7. Desirable Knowledge, Skills and Abilities:

- Excellent team work and interpersonal skills;
- Knowledge of Russian and/or Georgian language(s);
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Ability to conduct analysis based on information, knowledge management and databases;
- Validated License for armoured vehicle or C or C1 Driving license;
- Knowledge of gender mainstreaming, Women, Peace and Security issues, human rights, irrigation and property issues in post-conflict environments.

SECONDED/CONTRACTED POSITIONS

Position Name: Verification Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. number: GEO HF 01**	Location: Tbilisi	Availability: 03 January 2021
Component/Department/Unit: Head of Mission Office/Financial Control Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Verification Officer reports to the Head of Mission (HoM) in all required tasks, while administratively supervised by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To perform, in coordination with the Finance, Procurement and Human Resources Unit, as well as other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations. To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules.
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process.

3. General Tasks and Responsibilities:

- To contribute to the identification of lessons and best practice in the area of competence;
- To contribute to mission reporting in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets and accounting and human resource software;
- Ability to pay close attention to detail so that work produced is reliable and accurate;

6. Desirable Qualifications and Experience:

- Degree or certificate in economics/business or public administration/management/accounting or other related or relevant field
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge and/or experience in strategic management and/or public administration;
- Communication and presentation skills;
- Knowledge of the administrative rules and regulations relevant to CSDP missions;
- Knowledge of the functioning of the EU and, in particular, CSDP missions and operations;
- Knowledge of Georgian and/or Russian language(s).

Position: Mission Information /CIS ¹ Security Advisor (¹ Communication Information Systems)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Assistant Level (MSAL)
Ref. number: GEO SE 12b	Location: Tbilisi	Availability: 03 January 2022
Component/Department/Unit: Mission Security and Duty of Care Department/Security Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Information Security Advisor reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

In close operational and integrated collaboration with CIS, the MISA operates in the following sectors of activity:

- Classified Information Handling
 - To develop SOP in regard with EU's Policy and/or Council security Regulations for EU staff deployed,
 - To audit permanently classified information systems,
 - To track and maintain the Personal Security Clearance for EU Staff,
 - To report any security violation or/and compromise information matters,
 - To develop and maintain any physical and/or technical structure for the protection of classified information.
- Crypto Custodian
 - To assume responsibilities as the Crypto Custodian for the Mission :
registration, protection and transfer of accountable security items,
 - To report the EU Crypto Custodian (DGA5-SSICS) in case of security violation and/or compromise or suspicion of compromise.
 - To develop and maintain the local framework for the use of crypto material, including audit and traceability,
 - To liaise and maintain contact with EEAS for any topic in relation with crypto matter.
- Information Security System (ISS) - in operational cooperation with CIS:
 - To develop the general framework for information security including :
 - Organisational requirement
 - Investigation capacities (Log, staff accounts management...)
 - Incident report and reaction,
 - To participate in any study for implementation of new IT material, new interface (website, ...),
 - To insure the monitoring of IT security systems (firewall and/or any tool),
 - To take in charge the investigation matters in case of security violation.
 - To participate in the general ISS framework development and maintenance.
- Cyber Security – in operational cooperation with CIS:
 - To participate in the general cyber-security framework development and deployment specifically regarding threat intelligence, threat assessment,
 - To develop a reporting line for any incident in relation with specific threat,
 - To participate in the investigations.
- e-reputation
 - To develop and maintain any system or/and tool, or capacity for: Collecting information mainly from social networks and/or globally on the WEB, in relation with the Mission or/and officials of the Mission Reporting any topic of interest.
- Awareness campaigns
 - To develop and implement awareness campaigns/workshops/emails regarding: Information Security Systems (Desk routine, passwords, USB use,...), Cyber security threats (Phishing, Hacking, main distant threats...), Personal OPSEC (use of social network, use of mobile

phone, ...), Classified information handling. Specific threat targeting the Mission (Phishing campaigns...).

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- A level of secondary education attested by a diploma OR equivalent and attested police/military education or training or equivalent rank; AND
- A minimum of 5 years of relevant CIS/IT professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Expert knowledge in computer science or a similar technology-related field;
- 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;
- Expert knowledge of key CIS security technologies and principles as well as best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program;
- Ability to develop and maintain awareness campaigns;

6. Desirable Qualifications and Experience:

- Experience in developing and administrating an information security program;
- Certification such as CISSP, ISO 27001, CISM, COMPTIA Security+, CISA or similar or any other international relevant certification in the field; forensic or malware analysis certification would be an asset;
- Experience using tools for impact study and implementing risk assessment recommendation using any international relevant methodology in the field.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU information security standards and formal ISS accreditation processes international experience, particularly in crisis areas with multi-national and international organisations;
- Technical knowledge of CIS technology and security issues;
- Ability to analyse, and interpret general business periodicals, professional journals, technical procedures, or Mission regulations;
- Ability to develop and audit security systems (physical, technical, human) using traceability framework;
- Ability to develop and maintain a framework for collecting information on the Web.

Position Name: Executive Officer to the Head of Mission	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: GEO HO 06c	Location: Tbilisi	Availability: 03 January 2022
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer to the Head of Mission reports to the Head of Mission (HoM), while administratively supervised by the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To support and advise HoM in the execution of all his functions, both within and outside the Mission, as well as DHoM in absence of HoM;
- To ensure a smooth information flow within, from and to the HoM Office and other Mission organisational units and offices;
- To assist the CoS in the daily management of the HoM's office;
- To support and replace the Executive Officer to the CoS as required;
- To review documents, reports and letters prepared for signature by HoM in order to ensure quality and accuracy in substance;
- To summarise information and prepare briefing materials for the HoM;
- To identify, assign and take appropriate action on incoming requests and present them to HoM for consideration and to ensure that timely and appropriate action is taken in close coordination with the CoS;
- To oversee the proper drafting and handling of official correspondence and documentation within the Head of Mission Office, including EU Classified Information;
- To establish and maintain relationships with the Mission senior management;
- To co-ordinate visits to the Mission, and to act as the EUMM Protocol Officer Focal Point;
- To manage the calendar of HoM, including making travel arrangements for HoM;
- To maintain a registry of all official contacts with the Mission;
- To accompany the HoM to external meetings, and to provide readouts of these meetings as required.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Drafting, reviewing, editing and presentation skills;

- Organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy;
- Analytical, communication and interpersonal skills;
- Flexible, proactive and stress-resistant;
- Familiarity with diplomatic protocol;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Working experience as a Political Adviser or Special/Executive Assistant to senior management;
- Experience of liaising with rule of law institutions;
- Experience of liaising with senior governmental interlocutors.

7. Desirable Knowledge, Skills and Abilities:

- Political awareness and judgement;
- Direct knowledge of the functioning of the EU and, in particular, CSDP missions and operations;
- Knowledge of the administrative rules and regulations relevant to CSDP missions;
- Knowledge of Russian and/or Georgian language(s).