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Annex 1

European Union Mission in Georgia **(EUMM Georgia)** **1-2021 Extraordinary Call for Contributions** Requirements and Job Descriptions				
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:**
	Seconded (5)			
	GEO PD 02*	Deputy Head of Political, Analysis, Reporting and Communications (PARC) Department	Tbilisi	01 Nov 2021
	GEO AD 04a	Deputy Head of Mission Support Department/CRC Member	Tbilisi	01 Nov 2021
	GEO CA 01a	Senior Mission Analytical Capability (MAC) Analyst	Tbilisi	01 Nov 2021
	GEO OL 03c	Police Liaison Officer to the Ministry of Internal Affairs and the State Security Service of Georgia	Tbilisi	01 Nov 2021
	GEO BS 01c	BSE Human Resources Officer	Tbilisi	01 Nov 2021
	Seconded/Contracted (1)			
	GEO SE 12a	Mission Information Security Adviser	Tbilisi	01 Nov 2021
Deadline for Applications:	**Thursday, 26 August 2021 at 17:00 CEST (Brussels time)**			
Applications must be submitted to:	**a) for seconded candidates by EU Member States:** https://goalkeeper.eeas.europa.eu/registrar/ **b) for contracted candidates from EU Member States:** https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): **Mr Andre Konze** **cpcc.eummgeorgia@eeas.europa.eu** **+32 (0) 460 84 38 48**			

*Availability of post is sublject of acceptance of selection by Member State

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 (Third) 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 Skills[2] – 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.

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.

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[1] https://ec.europa.eu/ploteus/content/descriptors-page
[2] Common European Framework of References for Languages

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, the fitness to work certificate must be sent to the Medica 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 SAFE[3] 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-learnings

SECONDED POSITIONS

Position Name: Deputy Head of Political, Analysis, Reporting and Communications Department	**Employment Regime:** Seconded	
Ref. Number: GEO PD 02	**Location:** Tbilisi	**Availability:** 01 November 2021
Component/Department/Unit: Analytical Reporting and Outreach Department / Head of ARO 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: Deputy Head of Mission Support Department/CRC Member	**Employment Regime:** Seconded	
Ref. number: GEO AD 04a	**Location:** Tbilisi	**Availability:** 01 Nov 2021
Component/Department/Unit: Mission Support Department	**Security Clearance Level:** EU SECRET	**Open to Contributing Third States:** No

1. Reporting Line:

The Deputy Head of Mission Support Department reports to the Head of Mission Support Department (HoMSD).
This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To deputise for the Head of Mission Support Department in his/her absence;
- To support the HoMSD in implementing Mission activities in accordance with the Mission's OPLAN, EU regulations and rules, and the Head of Mission's guidance, through the Heads of Section responsible for the respective administrative areas;
- To provide inputs to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's administration requirements;
- To ensure timely and accurate reporting from the Mission Support to the relevant stakeholders in accordance with the reporting requirements of the Mission;
- To ensure the consistency and sustainability of Mission Support activities over time;
- To ensure that Mission staff members working under the responsibility of the HoMSD, receive proper induction training to the Mission and their jobs;
- To ensure that the MSD Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff, working under the responsibility of the HoMSD, identify and report lessons identified and develop these to become lessons learned and best practices within their respective fields of responsibility;
- To ensure that Mission staff working under the responsibility of the HoMSD are frequently updated on the Mission's mandate implementation progress and any significant changes;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.
- To assist the HoMSD to maintain continuous lines of communication within the MSD;
- To identify and oversee the administrative and operational needs of Mission Support activities in the Field Offices;
- To propose to the HoMSD, administrative areas in the Mission for improvement;
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3.1 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.

3.2 Core Responsiveness Capacity Tasks and Responsibilities:

- To participate in the planning and start-up of Missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;

- To participate in liquidation and closure of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

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 AND

- A minimum of 10 years of relevant experience, after having fulfilled the education requirements, out of which minimum 5 years at management level.

5. Essential knowledge, skills and abilities:

- Ability to establish/review priorities, to plan, monitor and evaluate;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- Senior management experience in an international organisation operating in a conflict or post conflict situation;
- Master in Business or Public Administration, management, or other related subjects;
- At least ten years of work experience in the fields of Finance, Procurement, Human Resources, IT and/or Logistics;
- Experience in planning complex projects and reporting.

7. Desirable knowledge, skills and abilities:

- Excellent interpersonal skills;
- Ability to adapt quickly, use own initiative and make sound and timely decisions;
- Ability to manage and coordinate a diverse team.

Position Name: Senior Mission Analytical Capability (MAC) Analyst	**Employment Regime:** Seconded	
Ref. Number: GEO CA 01a	**Location:** Tbilisi	**Availability:** 01 Nov 2021
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 contribute to the regular Mission reports;
- 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 identify and report on lessons learned and best practices within the respective field of responsibility.
- 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: Police Liaison Officer to the Ministry of Internal Affairs and the State Security Service of Georgia	**Employment Regime:** Seconded	
Ref. number: GEO OL 03c	**Location:** Tbilisi	**Availability:** 01 Nov 2021
Component/Department/Unit: Operations Department/Tbilisi Component/Liaison Section	**Security Clearance Level:** EU SECRET	**Open to Contributing Third States:** No

1. Reporting Line:

The Police Liaison Officer to the Ministry of Internal Affairs and the State Security Service of Georgia reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To establish and maintain working relations, identify principal points of contacts and to meet regularly with relevant counterparts from the Ministry of Internal Affairs (MIA) and the State Security Service (SSSG) of Georgia;
- To act as first point of contact and to facilitate the flow of information between the Mission and with the Georgian MIA and SSSG;
- To monitor and analyse relevant activities of all police and law enforcement units in the region related to the Mission's mandate;
- To collect, assess and to analyse the information and to prepare proposals for discussion with the Head of Mission (HoM), and/or Senior Management;
- To establish working relationships with other international law enforcement and security sector actors in the GEO theatre, particularly with EU agencies and Tbilisi-based embassies;
- To provide strategic, substantive and technical advice to the HoM and/or Senior Management on all policing, law enforcement and security sector matters related to the implementation of the Mission's Mandate;
- To draft reports, briefings, analysis, planning documentation and operational instructions;
- To manage Previously Announced Visits by the Mission to the Georgian MIA and SSSG facilities in accordance with the Technical Arrangements between the organisations and the Mission, and to address possible infringement;
- To coordinate the compliance of monitoring activities of the Mission in co-operation with the EUMM Field Offices, as well as other thematic monitoring areas related to law enforcement and the security sector.
- To coordinate police liaison activities of the EUMM Field Offices with the regional MIA and SSSG authorities.
- To advise EUMM staff in Field Offices (FOs) on police matters and to conduct trainings 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 mid-ranking supervisory-level police or law enforcement education or training or an award of an equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Social Sciences or Business Administration, Police or Military Sciences or other relevant field; AND

- A minimum of 8 years of relevant professional experience out of which at least 3 years of experience at the mid-ranking level in the field of Law Enforcement, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Proactive approach, and the ability to interact within an international environment;
- Ability to establish good and diplomatic relations with government officials;
- Ability to handle sensitive matters, and to follow trends in the administration of diverse programs;
- Ability to draft in professional-level English concise, accurate and analytical reports and planning documentation
- Excellent oral and influencing skills, with the ability to give clear advice/instructions on issues.

6. Desirable Qualifications and Experience:

- Professional experience in mid-ranking posts in Police or Law Enforcement, or equivalent experience in liaising with police, military or governmental structures;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous field experience in international Organisations (EU, OSCE, UN etc.) or in a national Embassy, preferably at liaison functions or at attaché positions;

7. Desirable Knowledge, Skills and Abilities:

- Ability to prioritise and manage a demanding workload;
- Working knowledge of Russian language.

Position Name: BSE Human Resources Officer	**Employment Regime:** Seconded	
Ref. Number: GEO BS 01c	**Location:** Brussels	**Availability:** 01 Nov 2021
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.

SECONDED/CONTRACTED POSITIONS

Position: Mission Information Security Adviser	**Employment Regime:** Seconded/Contracted	**Post Category for Contracted:** Mission Support Staff - Assistant Level (MSAL)
Ref. number: GEO SE 12a	**Location:** Tbilisi	**Availability:** 01 Nov 2021
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 Adviser reports to the Senior Mission Security Officer (SMSO).

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 and under supervision of 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,
  - To be the Security and Duty of Care Department's focal point on Cyber Security – in operational cooperation with CIS, which remains the main Mission focal point on Cyber Security
- 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/mails regarding: Information Security Systems (Desk routine, passwords, USB use,…), Cyber security threats in cooperation with CIS Team (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…).
  - To develop a reporting line for any incident in relation with specific threat;
  - To participate in the investigations;
  - To coordinate and work closely with Hybrid Threat, including participation in EUMM Advisory Committee on Hybrid Threats, capacities in the Mission to ensure optional alignment with most current information and cyber security requirements;
  - To track and maintain the Personal Security Clearance for EU Staff;

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 <u>OR</u> equivalent and attested police/military education or training or equivalent rank; <u>AND</u>

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements

5. Essential Knowledge, Skills and Abilities:

- Ability to work collaboratively with a broad range of constituencies essential;
- 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;
- Knowledge of key information security principles and 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;
- Ability to advise in security and counter intelligence in hardship environment.

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.
- Overseas deployments in hardship environment, operations, as counter intelligence adviser in official framework (national intelligence, NATO …) would be an asset.
- Adviser in security engineering, implementing systems with humans, technical, and physical aspects would be an asset;
- 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 EU information security standards and formal accreditation processes international experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of EU policies and relevant documents in the field of cybersecurity;
- Technical knowledge of information 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.