



Annex 1

European Union Mission in Georgia (EUMM Georgia) 2-2021 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:
	<u>Seconded (57)</u>			
	GEO PD 01	Head of Political, Analysis, Reporting and Communications (PARC) Department	Tbilisi	06 Sep 21
	GEO HO 04c	Executive Officer	Tbilisi	18 Oct 21
	GEO HO 06b**	Executive Officer to the Head of Mission	Tbilisi	06 Sep 21
	GEO CA 01a**	Senior MAC Analyst	Tbilisi	06 Sep 21
	GEO CE 02	Planning and Evaluation Officer - CRC Member	Tbilisi	20 Sep 21
	GEO PR 02	Reporting Officer	Tbilisi	06 Sep 21
	GEO PR 03	Reporting Officer	Tbilisi	06 Sep 21
	GEO PR 04	Reporting Officer	Tbilisi	06 Sep 21
	GEO PP 02	Press and Public Information Officer	Tbilisi	06 Sep 21
	GEO OP 06	Mission Operations Officer	Tbilisi	06 Sep 21
	GEO OL 03c**	Police Liaison Officer to the MIA and SSSG	Tbilisi	20 Sep 21
	GEO OH 02	Mission Hotline Holder	Tbilisi	06 Sep 21
	GEO AD 04a	Deputy Head of Mission Support Department - CRC Member	Tbilisi	06 Sep 21
	GEO SE 13*	Security Operation Room Officer	Tbilisi	06 Sep 21
	GEO BS 01c	BSE Human Resources Officer	Brussels	06 Sep 21
	GEO ZO 03a	Operations Officer	Zugdidi	04 Oct 21
	GEO ZS 01	Senior Reporting and Information Officer	Zugdidi	06 Sep 21
	GEO ZA 01	Field Office Analyst	Zugdidi	06 Sep 21
	GEO ZO 10b	CIS Officer	Zugdidi	06 Sep 21
	GEO ZM 03	Monitor	Zugdidi	01 Dec 21
	GEO ZM 04	Monitor	Zugdidi	06 Sep 21
	GEO ZM 09	Monitor	Zugdidi	18 Oct 21
	GEO ZM 10*	Monitor	Zugdidi	06 Sep 21
	GEO ZM 16	Monitor	Zugdidi	11 Oct 21
	GEO ZM 21	Monitor	Zugdidi	06 Sep 21
	GEO ZM 24	Monitor	Zugdidi	01 Nov 21
GEO ZM 26	Monitor	Zugdidi	01 Nov 21	
GEO ZM 29	Monitor	Zugdidi	06 Sep 21	
GEO ZM 41	Monitor	Zugdidi	29 Dec 21	

GEO GA 01	Field Office Analyst	Gori	06 Sep 21
GEO GM 06	Monitor	Gori	18 Oct 21
GEO GM 09	Monitor	Gori	29 Dec 21
GEO GM 12	Monitor	Gori	06 Sep 21
GEO GM 15	Monitor	Gori	08 Nov 21
GEO GM 16	Monitor	Gori	11 Oct 21
GEO GM 17	Monitor	Gori	18 Oct 21
GEO GM 23	Monitor	Gori	06 Sep 21
GEO GM 26	Monitor	Gori	20 Sep 21
GEO GM 27*	Monitor	Gori	06 Sep 21
GEO GM 28*	Monitor	Gori	06 Sep 21
GEO GM 40	Monitor	Gori	06 Sep 21
GEO GM 54*	Monitor	Gori	15 Nov 21
GEO GM 61	Monitor	Gori	13 Dec 21
GEO GM 64	Monitor	Gori	06 Dec 21
GEO GM 65	Monitor	Gori	20 Dec 21
GEO MS 01	Senior Reporting and Information Officer	Mtskheta	06 Sep 21
GEO MO 10b	CIS Officer	Mtskheta	06 Sep 21
GEO MT 01	Monitoring Team Leader (ABL Team)	Mtskheta	11 Oct 21
GEO MT 02	Monitoring Team Leader (Compliance Team)	Mtskheta	06 Sep 21
GEO MM 02	Monitor	Mtskheta	13 Dec 21
GEO MM 04	Monitor	Mtskheta	25 Oct 21
GEO MM 05	Monitor	Mtskheta	04 Oct 21
GEO MM 09	Monitor	Mtskheta	06 Sep 21
GEO MM 11	Monitor	Mtskheta	18 Oct 21
GEO MM 15	Monitor	Mtskheta	20 Dec 21
GEO MM 18	Monitor	Mtskheta	06 Sep 21
GEO MM 34	Monitor	Mtskheta	15 Nov 21
Seconded/Contracted (6)			
GEO OI 02a	Operations Technical Analyst	Tbilisi	06 Sep 21
GEO AF 01b	Head of Finance	Tbilisi	06 Sep 21
GEO AP 02a	Procurement Officer	Tbilisi	06 Sep 21
GEO AT 04b	Transport Officer	Tbilisi	06 Sep 21
GEO SE 11c	Deputy Senior Mission Security Officer	Tbilisi	15 Dec 21
GEO SE 12a	Mission Information Security Adviser	Tbilisi	06 Sep 21
Deadline for Applications:	30 June 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 46084 3848		

* Availability of Post is subject of pending approval of selection or extension request

** Availability of Post is subject of approval of Updated Deployment Plan

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

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

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

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

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

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 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.

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.

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 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: Head of Political, Analysis, Reporting and Communications Department	Employment Regime: Seconded	
Ref. number: GEO PD 01	Location: Tbilisi	Availability: 06 Sep 2021
Component/Department/Unit: Political, Analysis, Reporting and Communications Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Political, Analysis, Reporting and Communications Department reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To supervise and manage the Political, Analysis, Reporting and Communications (PARC) Department, its sections and staff, to coordinate within the Department and with other Mission Departments and to provide overall guidance and ensure quality control;
- To quality control the Mission's external reporting before submission to HoM for final approval;
- To provide political and strategic advice to the Head of Mission (HoM) on issues within the Department's responsibility, in particular on the Mission's overall planning, on mandate-relevant political issues and on the Mission's reporting to EU policy makers;
- To represent the Mission in external events and meetings, as instructed by HoM or CoS;
- To liaise with the EU family on the ground and, through CPCC, with relevant EU actors and EU Members States' representatives in Brussels, as necessary;
- To follow closely political developments in Georgia, including in Abkhazia and South Ossetia, and in the wider region, and to maintain regular contact with key stakeholders;
- To advise the HoM, DHoM, CoS and HoOPS on all political matters relating to the Mission and its mandate;
- To conduct, in consultation with HoM, DHoM and CoS, Head of Operations (HoOps) and/or the Deputy Head of Department, long and short-term planning for the Mission's reporting cycle and analytical needs;
- To define information requirements needed for the Mission's reporting, in close cooperation with HoOps;
- In line with HoM/DHoM and CoS instructions, to help to design, develop and implement new policies within the framework of the Mission's mandate.
- To ensure quality control of internal / external reporting products and other papers / briefs;
- To assume the responsibility of budget line holder for funds administered by the Department;
- To assume responsibility for the management of contracts relevant to the Department's tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending actions that may arise due to breach of contract, etc.;

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 10 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum of 5 years at management level;
- Strong analytical background combined with excellent political awareness and judgement;
- Experience to engage with senior officials/ governmental level decision makers;
- Experience in mentoring and motivating staff.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Leadership skills;
- Ability to manage concurrent activities and to make certain all deadlines are met;
- Clear and concise drafting, report writing and editing skills;
- Presentation skills;
- Ability to acquire useful information from a variety of sources;
- Diplomacy and tact, negotiation and decision-making skills;
- Ability to use own initiative when working individually as well as being the manager of a team within a multi-national environment;
- 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:

- Senior management experience in an international organisation operating in a conflict or post conflict situation;
- Master's degree in management or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in strategic analysis, planning, reporting and drafting as well as a sound understanding of strategic and operational considerations;
- Experience of cross cutting themes such as human rights and gender.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Executive Officer	Employment Regime: Seconded	
Ref. Number: GEO HO 04c	Location: Tbilisi	Availability: 18 Oct 2021
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To handle the follow-up to CoS tasking and co-ordinating incoming requests; upon receiving instructions from CoS, ensuring that timely and appropriate action is made, such as initiating meetings for CoS, compiling inputs and preparing draft responses;
- To support the CoS in managing the CoS Office;
- To support and replace the Executive Officer to the Head of Mission as required;
- To serve as principal point of contact for the CoS, co-ordinating and following up, inter alia, with senior Mission staff, the Civilian Planning and Conduct Capability (CPCC), and external interlocutors as appropriate;
- To ensure close cooperation with the CoS and/or other relevant Mission staff, drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the Head of Mission;
- To draft, review and prepare documents, administrative instructions, Standard Operating Procedures, reports and letters for signature by CoS;
- To ensure that advice and information provided for the CoS by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the CoS;
- To maintain and update the Mission Guiding document repository;
- To maintain contact with local authorities, governmental organisations, non-governmental organisations and other interlocutors as directed by the CoS;
- To coordinate and liaise with relevant Mission components as deemed appropriate by the CoS.
- To participate in internal and external meetings and take minutes/notes; to co-ordinate the preparation of supportive documents, briefing notes, speeches etc. for internal/external meetings of CoS;
- To attend internal and external meetings on behalf of CoS as required;

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 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:

- Excellent organisational, analytical, communication and interpersonal skills;
- Flexible, proactive and stress-resistant;

- Good drafting and communication skills;
- Administrative skills (office management, event planning, project management, knowledge of MS Office);
- 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;
- Professional training in project management;
- Executive assistant training/course or other related training/course.

7. Desirable Knowledge, Skills and Abilities:

- Analytical skills combined with political awareness and judgement;
- Attention to detail, prioritisation, multi-tasking and management skills;
- Knowledge of the administrative rules and regulations relevant to CSDP missions;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Executive Officer to the Head of Mission	Employment Regime: Seconded	
Ref. Number: GEO HO 06b**	Location: Tbilisi	Availability: 06 Sep 2021
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer 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
- 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).

Position Name: Senior Mission Analytical Capability (MAC) Analyst	Employment Regime: Seconded	
Ref. Number: GEO CA 01a	Location: Tbilisi	Availability: 06 Sep 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 Name: Planning and Evaluation Officer/CRC Member	Employment Regime: Seconded	
Ref. Number: GEO CE 02	Location: Tbilisi	Availability: 20 Sep 2021
Component/Department/Unit: Chief of Staff Office/ Planning and Evaluation Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Planning and Evaluation Officer reports to the Head of Planning and Evaluation Section. This post is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To develop and maintain the Mission Implementation Plan in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To coordinate the Mission Information Collection Plan and relevant working groups;
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- To support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities and state of play on mandate implementation;
- To act on behalf and represent the Head of Planning and Evaluation Section as required;
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To identify and evaluate Mission-wide risks and assumptions in order to identify new benchmarks, and to design new monitoring mechanisms;
- To coordinate and support benchmarking exercises across the Mission to inform learning and adaptive management;
- To assist the Mission chain of command in developing long term planning and organisational adjustments to reflect changes in the operational context and implementation
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To prepare and give presentations;
- To conduct presentations, briefings, background papers and written reports as requested.

3.1 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.

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 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 in operational planning, monitoring, evaluation, and project management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical and research skills;
- High level drafting skills;
- Time management and ability to prioritise multiple tasks;
- Self-motivated person able to work without close supervision.

6. Desirable Qualifications and Experience:

- University degree or certification in project management or other relevant topics;
- Experience in leading and communicating change management initiatives to diverse audiences;
- Project management certification /training, such as APM, PMP, PRINCE2, or equivalent;
- International experience in multilateral crisis management or similar international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Experience of working with information collection and analytical methods;
- Knowledge and experience in the use of computer technology;
- Familiarity with planning and evaluation tools.

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: GEO PR 02, 03, 04	Location: Tbilisi	Availability: 06 Sep 2021
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; 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: Press and Public Information Officer	Employment Regime: Seconded	
Ref. Number: GEO PP 02	Location: Tbilisi	Availability: 06 Sep 2021
Component/Department/Unit: Political, Analysis, Reporting and Communications Department/ Press and Public Information Section (PPIS)	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Press and Public Information Officer reports to the Head of Press and Public Information Section (HoPPIS).

2. Main Tasks and Responsibilities:

- To assist in the implementation of the Mission Strategic Communications Plan;
- To draft press releases, public statements, lines to take, social media copy and other information products;
- To feed the Mission's website and social media accounts with content, in line with best practices and latest trends in the field of digital communications;
- To assist in ensuring appropriate media coverage of high level official visits;
- To draft inputs for EUMM regular reports and to liaise, as required, with the EEAS Spokesperson's Service;
- To act as spokesperson in the absence of the HoPPIS;
- To deputise for HoPPIS in their absence;
- To organise press conferences, media briefings and other media events, and coordinate arrangements for press visits to the field;
- To act as project manager for outreach activities;
- To manage contracts with external service providers, including during the tender phase, in close coordination with relevant Departments;
- To support HoPPIS in furthering strong relations with local and EU media, including through timely answers to media queries; pro-active identification of media opportunities; successful coordination with Field Offices around public outreach events and press visits to the field; politically sound advice on media engagement;
- To monitor and evaluate the effectiveness of the Mission's communications and outreach efforts;
- To manage the effective coordination with PPIS focal points in the Field Offices.
- To conduct internal media trainings as necessary;

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 domains of Communication Sciences, Public Relations, Business Administration; AND

- A minimum of 4 years of relevant professional experience, including in the field of institutional communication for an international organisation, after having fulfilled the education requirement.

5. Essential knowledge, skills and abilities:

- Excellent drafting and presentation skills in English;
- Proficiency with social media platforms and website management;
- Excellent understanding of latest best practices and trends in the field of digital communications.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in the field of institutional communication;
- Experience as a journalist;
- Experience in diplomacy.

7. Desirable knowledge, skills and abilities:

- Working knowledge of design and audio-visual editing software;
- Research and analytical skills;
- Political sensitivity and ability to handle sensitive matters, including when discussing with media;
- Knowledge and/or experience of procurement processes, and drafting of Technical Specifications and Terms of Reference;
- Knowledge of the regional press and media environment;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Mission Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO OP 06	Location: Tbilisi	Availability: 06 Sep 2021
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: 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: 20 Sep 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: Mission Hotline Holder	Employment Regime: Seconded	
Ref. Number: GEO OH 02	Location: Tbilisi	Availability: 06 Sep 2021
Component/Department/Unit: Operations Department Tbilisi Component / Confidence Building Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Hotline Holder reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To act as EUMM Hotline Holder on a twenty-four/seven basis;
- To liaise with counterparts from the State Security Service of Georgia on a twenty-four/seven basis as appropriate;
- To liaise with the Hotline Holders in the breakaway regions on a on a twenty-four/seven basis;
- To monitor and liaise with the State Security Service of Georgia and Ministry of Internal Affairs in regards to the functionality of the Hotline Mechanism and other relevant arrangements;
- To maintain the Hotline Log and the Hotline database, and to produce statistics as requested;
- To provide Hotline inputs to the Mission's internal and external meetings, and to proactively keep the Mission's senior management informed and updated;
- To interact regularly with EUMM Field Offices, including through visits, and to provide advice to EUMM staff on Hotline matters.

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;
- To contribute to the identification of lessons 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/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.

5. Essential Knowledge, Skills and Abilities:

- Proactive approach, and the ability to interact within an international environment;
- Ability to establish diplomatic relations with government officials;
- Ability to handle sensitive matters, and to follow trends in the administration of diverse programs;
- Oral and influencing skills, with the ability to give clear advice/instructions on issues;
- Fluency in Russian language.

6. Desirable Qualifications and Experience:

- Professional 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.);
- Experienced negotiator.

7. Desirable Knowledge, Skills and Abilities:

- Ability to prioritise and manage a demanding workload;
- Analytical skills combined with good judgement;
- Ability to acquire and analyse useful information from a variety of sources, and good writing skills for drafting concise, accurate reports.

Position Name: Deputy Head of Mission Support Department/CRC Member	Employment Regime: Seconded	
Ref. number: GEO AD 04a	Location: Tbilisi	Availability: 06 Sep 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: Security Operation Room Officer	Employment Regime: Seconded	
Ref. number: GEO SE 13*	Location: Tbilisi	Availability: 06 Sep 2021
Component/Department/Unit: Security and Duty of Care Department/Security Section/Security Operations Room	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Security Operation Room Officer reports to the Senior Mission Security Officer (SMSO).

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 run the Missions Security Operation Room and ensure its effectiveness;
- To develop relevant Standard Operating Procedures;
- To ensure the effective monitoring of the location and movement of all Mission personnel deployed in the field;
- To ensure the collection, analysis distribution and archiving of all incoming security and operational reports; and of information from different sources including the media;
- To monitor the media and relevant open sources and distribute relevant information and to contribute in the situational awareness of the Mission;
- To prepare and disseminate situation summaries for the Mission in a timely manner;
- To review incoming messages and alerts, determine urgency and inform the relevant mission elements and responsible staff members;
- To ensure the proper registration of all activities and in particular in case of incident;
- To alert and inform key security personnel and senior management of important developments;
- To support the Deputy SMSO in his/her Daily tasks;
- To conduct the roles and responsibilities of a Mission Security Officer, as requested.

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 experience⁴ in the civilian, military or police sectors in the protection of personnel, facilities and assets, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities:

- 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;
- Organizational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when required.

6. Desirable Qualifications and Experience:

- Previous work experience in the region;
- Previous international experience in ESDP/CSDP Missions or multi-national/international organizations.

7. Desirable knowledge, skills and abilities:

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

¹ Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets and in particular in the management of a Crisis or Operations Center/Room.

Position Name: BSE Human Resources Officer	Employment Regime: Seconded	
Ref. Number: GEO BS 01c	Location: Brussels	Availability: 06 Sep 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.

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. Number: GEO ZO 03a	Location: Zugdidi	Availability: 04 Oct 2021
Component/Department/Unit: Operations Department/ Field Office Zugdidi/ 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: Senior Reporting and Information Officer	Employment Regime: Seconded	
Ref. Number: GEO ZS 01 GEO MS 01	Location: Zugdidi Mtskheta	Availability: 06 Sep 2021 06 Sep 2021
Component/Department/Unit: Operations Department/ Field Offices Zugdidi and Mtskheta/Reporting and Analysis	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Senior Reporting and Information Officer reports to the Head of Field Office (HoFO).

2. Main Tasks and Responsibilities:

- To coordinate and monitor the activities of the Field Office (FO) Reporting and Information section and to give direction to other team members as instructed by the HoFO;
- To provide written reports as requested by the HoFO;
- 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 regularly contribute to updating and revising the Mission Information Collection Plan;
- To maintain continuous and positive working relationship with the Political, Analysis, Reporting and Communications Department in the Mission Headquarters;
- To coordinate the process of receiving debriefings from all the Reporting and Information Officers of all FO patrols after their return from their daily patrol duties so that all relevant monitoring information is available and inputted into the FO reports;
- To review patrol reports for quality and accuracy, and to advise patrol leaders and team leaders accordingly;
- To coordinate the processing and analyses of the information gathered by patrols;
- To ensure that the FO information databases and statics are maintained regularly updated.

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.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, highly developed 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;
- Experience in report writing - preferably in relation to a post-conflict environment;
- Experience in an operational environment in a civilian/humanitarian, development, police or military context.
- Understanding of gender mainstreaming, gender analysis and key gender issues in post-conflict contexts;
- 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.

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

Position Name: Field Office Analyst	Employment Regime: Seconded	
Ref. Number: GEO ZA 01 GEO GA 01	Location: Zugdidi Gori	Availability: 06 Sep 2021 06 Sep 2021
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 Field Office Analyst reports operationally to the Head of Field Office (HoFO) and to the Head of the Political, Analysis, Reporting and Communications Department (PARCD) on functional issues.

2. Main Tasks and Responsibilities:

- To identify, analyse and report on political, stabilisation and socioeconomic trends and developments in the Area of Responsibility of the Field Office as they apply to the Mission mandate, and as directed by the Head of PARCD;
- To engage in the production of analytical products with other field-based analysts under the coordination of the MAC Analyst;
- To contribute to Mission Special Reports on relevant issues, including regular reports on hybrid threats, in coordination with the MAC Analyst;
- To provide analysis that can support planning and internal decision-making processes and inform the operational and reporting requirements of the Mission;
- To conduct and coordinate open source monitoring and analyse qualitative / quantitative data, in accordance with the Mission mandate and specific priorities defined by MHQ in cooperation with the Field Office;
- To prepare concise, clear and accurate analytical reports based on the various sources of information available at Field Office level (from patrols, open sources, civil society meetings etc.);
- To perform an advisory function on political, stabilisation and socioeconomic issues to the HoFO;
- To identify, monitor and report on emerging and ongoing hybrid threats in Georgia and against the Mission, in coordination with the MAC Analyst;
- To support Field Office management and MHQ in developing existing monitoring and reporting practices so they efficiently support the participation of the Mission in confidence building and conflict resolution formats (Incident Prevention and Response Mechanisms, Geneva International Discussions);
- To maintain a situational overview of the challenges to security and the hybrid threat picture in the Field Office's Area of Responsibility, in coordination with the Mission Analytical Capability (MAC) Analyst and other relevant Mission staff;
- To liaise closely with the MAC Analyst on Mission analytical tasks and reports;
- To recommend and develop topics for thematic monitoring by the Mission;
- To contribute to security and threat assessments conducted by the Mission, as appropriate;
- To develop and maintain working methodology and relevant Standard Operating Procedures at Field Office level;
- To discuss regularly the production of analytical products with other field-based analysts and the MHQ-based analysts.
- To maintain a situational overview of the challenges to security and the hybrid threat picture in the Field Office's Area of Responsibility, in coordination with the Mission Analytical Capability (MAC) Analyst and other relevant Mission staff;
- To liaise closely with the MAC Analyst on Mission analytical tasks and reports;

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 military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including extensive analytical experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and writing skills;
- Ability to work in a methodical manner;
- Understanding of team-work processes, and readiness to cooperate effectively with colleagues performing a variety of tasks;
- Skills and experience in the handling, processing and analysis of information from various sources.

6. Desirable Qualifications and Experience:

- Experience in an analytical role, particularly in crisis areas, with multi-national and international organisations;
- Experience in the analysis of hybrid threat issues;
- Experience in conducting gender analysis;
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

- Excellent analytical skills;
- Working knowledge of Russian and/or Georgian language(s);
- Sound knowledge of the local and regional political landscape;
- Knowledge of gender mainstreaming.

Position Name: Communication & Information Systems (CIS) Officer	Employment Regime: Seconded	
Ref. number: GEO ZO 10b GEO MO 10b	Location: Zugdidi Mtskheta	Availability: 06 Sep 2021 06 Sep 2021
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 and to the Head of Communications and Information Systems on CIS issues.

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/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 01* GEO MT 02	Location: Mtskheta (ABL Team) Mtskheta (Compliance Team)	Availability: 11 Oct 2021 06 Sep 2021
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 provide written reports as requested by HoFO;
- 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 emergency events in the Mission's AoR/interest that require immediate action/reaction by Line Management;
- To liaise with 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:

- 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:

- 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;
- Excellent team work and interpersonal skills;
- Knowledge of Russian and/or Georgian language(s).

SECONDED/CONTRACTED POSITIONS

Position Name: Operations Technical Analyst	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: GEO OI 02a	Location: Tbilisi	Availability: 06 Sep 2021
Component/Department/Unit: Operations Department/ Tbilisi Component/Technical Support Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Operations Technical Analyst reports to the Head of Operations (HoOps).

2. Main Tasks and Responsibilities:

- To store, manage and update the Mission operational findings from a variety of sources, including ground-based patrols, various sensor types, satellite imagery, open source findings and technical monitoring tools deployed in the Mission area;
- To process and enhance imagery and operational data as required for analysis;
- To advise Operations Management on technical information management and maintaining geographical information, imagery analysis and operational findings;
- To prepare technical analysis reports to assess short and long term trends based on collected data;
- To contribute to the production of reports as requested by HoOps;
- To support and to deputise for the Geographical Information System Officer during his/her absence;
- To supply technical advice to the Mission's Procurement section on technical monitoring tools, information collection, storage, retrieval and analysis products and/or services, and to participate, as appropriate, in relevant procurement processes.
- To design and conduct training to Mission staff concerning technical analysis and information management;

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 5 years of relevant professional experience in technical data analysis, imagery analysis, geographical information analysis, intelligence or similar related area in the security, defence, humanitarian or peacekeeping fields, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Working knowledge of GIS software (e.g. ESRI ArcGIS);
- Understanding of, and experience in, analytical applications and software;
- Knowledge of different data collection methodologies and database technologies;
- Ability to brief complex plans comprehensively, accurately and coherently;
- Prioritisation and workload management skills in a time-pressured environment;
- Analytical, organisational, planning, and time-management skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Official Certification in IMINT and/or GEOINT analysis;
- Experience of digital imagery processing and analysis using optical and/or non-optical sensors.

7. Desirable Knowledge, Skills and Abilities:

SECONDED/CONTRACTED POSITIONS

Position Name: Head of Finance	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: GEO AF 01b	Location: Tbilisi	Availability: 06 Sep 2021
Component/Department/Unit: Mission Support Department/Finance Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of Finance reports to the Head of Mission Support Department (HoMSD).

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Finance Section;
- To ensure the sound and effective financial management of the CSDP Mission and the development of internal policies and procedures for finance;
- To provide sound financial advice to the HoMSD, and to assist in the formulation of financial strategies for the Mission;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To approve financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting;
- To limit financial risk by taking action and evaluate the local banking infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the relevant Supervising Authorities and all other relevant actors;
- To ensure that external audits are carried out and their recommendations implemented;
- To coordinate internally the preparations for the Mission's periodical budget, and liaise with CPCC and FPI on this matter;
- To support and assist with the financial aspects and controls related to the Mission's Confidence Building Facility (CBF);
- To be responsible for the in-house development of the database modules related to the financial and budgetary management and liaison with other Heads of Sections for the modules integration and operationalisation;
- To develop policies/SOPs relating to the finances and financial matters of the Mission, as directed;
- To identify needs of goods and/or services required for improving the efficiency of the Section and define them technically for procurement;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility, including as regards physical and electronic security of funds, and active and archived documents and considerations.
- To inform Mission staff about financial rules and procedures through written communication and information sessions/trainings as required;
- To promote learning and knowledge management/sharing in the team;

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 in the field of finance/accounting, with at least 3 years of experience in middle management after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Knowledge of accounting and general financial principles;
- Ability to establish/review priorities, to plan and to exercise control;
- Demonstrated ability to write concise analytical papers for decision making purposes;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- University and/or Master's degree in Economics/Finance/Banking/Accounting and/or specialised training/course in finance/accounting or other relevant field;
- Experienced IT-user, including familiarity with Microsoft Office (Excel advanced level) and ERPs;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Training in and/or knowledge of IPSAS;
- Knowledge of the EU Financial Rules;
- Knowledge of the EU Procurement Rules (PRAG);
- Knowledge and/or experience in strategic management and/or public administration;
- Excellent analytical, research and problem-solving skills.

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. number: GEO AP 02a	Location: Tbilisi	Availability: 06 Sep 2021
Component/Department/Unit: Mission Support Department/ Procurement Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Procurement Officer reports to the Head of Procurement.

2. Main Tasks and Responsibilities:

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist in the development of internal Mission procurement procedures;
- To assist and advise the Head of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contracting);
- To analyse and assess procurement patterns and requirements and suggest improvements to the Head of Procurement including initiatives to enlarge the number of potential and/or better suppliers and to rationalize the procurement portfolio;
- To analyse procurement categories and their relevant market sectors to find opportunities for green procurement initiatives;
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures;
- To develop professional relationships with European Commission and European External Action Services (CPCC.4) in the field of procurement for the Mission.
- To conduct filing and archiving in line with Mission policies and requirements;
- To conduct market research and analysis, if needed;

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, in the field of procurement, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Negotiation and communication skills;
- Analytical skills and financial acumen;

- Ability to multi-task;
- Solution-oriented.

6. Desirable Qualifications and Experience:

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in financial management of tendering processes and audits;
- Experience and knowledge of sustainable/green procurement;
- Experience in training Requesting Units and non-procurement staff in procurement policies, processes and requirements;
- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and team work skills;
- Strong organisational skills with attention to detail.

Position Name: Transport Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. number: GEO AT 04b	Location: Tbilisi	Availability: 06 Sep 2021
Component/Department/Unit: Mission Support Department/ Transport and Travel Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Transport Officer reports to the Head of Transport and Travel Section (HoTTS).

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to HoTTS;
- To assist in the effective management of the transport system within the Area of Responsibility (AoR), including liaising with the car rental agencies, monitoring the fleet (bringing up to date and implementing the Fleet Maintenance Programme, damages to the vehicles, road accidents and insurance cover) through the electronically Fleet Management System;
- To identify and monitor the requirement for spare parts, workshop equipment and tools in order to facilitate efficient maintenance as well as performing quality assurance;
- To arrange vehicles' recovery operations as required;
- To propose withdrawal of vehicles from service, if they are not considered to be roadworthy;
- To conduct accident damage assessments, processes vehicle accident reports, participates in Boards of Inquiry and raises Damage Discrepancy Reports as required;
- To manage the outsourced vehicle maintenance workshops including technical assessment of the workshop. To prepare contracts and ensure quality control of repairs and maintenance, and the safe condition of the vehicles;
- To prepare reports and make recommendations as necessary on various transport matters within her/his area of competence;
- To develop and conduct Mission driving orientation briefings to ensure that all Mission members are adequately familiarised on the road and traffic conditions, traffic rules and regulations pertaining to the Mission area, as well as to provide advice, support and training to Mission staff on transport-related matters and guidelines;
- To assist in providing driving training, and to perform driving assessments as required;
- To maintain a data base for cost-control/analysis, scheduling of services/repairs and ensures tracking of reimbursements of repairs after accidents;
- To provide support on transport related matters to Mission members during trips to the field.
- To liaise with the Mission Support Platform (MSP) in connection with fleet maintenance issues, such as implementation of centralised fleet maintenance plans, update ERP system on locally consumed parts, recording of parts transactions and any other related task as required;
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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 Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related field OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

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

5. Essential Knowledge, Skills and Abilities:

- Proficiency in the use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of using electronic Fleet Management, including tracking software;

6. Desirable Qualifications and Experience:

- International experience, preferably in crisis areas with multi-national and international organisations;
- Experience in fleet maintenance operations in a civilian/humanitarian, police or military context.

7. Desirable Knowledge, Skills and Abilities:

- Technical knowledge in operating and maintaining off-road and armoured vehicles, including both automatic and manual transmission and differentials;
- Organisational, prioritisation, planning , and time-management skills;
- Knowledge and/or experience of procurement processes and drafting of Technical Specifications and Terms of Reference
- Knowledge of Russian and/or Georgian language(s).

Position Name: Deputy Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. number: GEO SE 11c	Location: Tbilisi	Availability: 15 Dec 2021
Component/Department/Unit: Security and Duty of Care Department/Security Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Senior Mission Security Officer reports directly to the Senior Mission Security Officer and in his/her absence to the Head of Mission.

2. Main Tasks and Responsibilities:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan and all supporting security and safety instructions, security documents, and procedures;
- To replace the SMSO in his/her absence;
- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To assess the security situation and provide advice, assistance, and implement measures in order to ensure the security and safety of Mission's members;
- To contribute to, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To contribute to the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce the security inputs to daily SITREPs, Weekly Operational Summary, Monthly and Six Monthly Reports and to ensure real time reporting from potential trouble spots as appropriate;
- To ensure journey management planning and to provide timely advice and guidance to Mission members as required;
- To provide comprehensive security induction training to Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that personal security advice is given to Mission members as required;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To conduct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To alternate with the Senior Mission Security Officer, and to be available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen / unexpected security events or incidents;
- To assist the Senior Mission Security Officer in the management of the security provider's contract;
- To provide comprehensive reports on all incidents affecting the Mission and Mission staff, and

- to initiate necessary follow up action with appropriate authorities;
- To travel to all Mission areas, including High Risk areas, if required;
- To assist the SMSO in delivering training lectures for MSO course;

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 8 years of relevant professional experience, out of which a minimum of 3 years at management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to contribute creatively to the development of security policies and procedures;
- Planning, and time-management skills
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Validated License for armoured vehicle or C or C1 Driving license
- Senior management experience in an international organisation operating in a conflict or post conflict situation;
- Experience in planning and implementing projects.
- Experience of CPCC Security and Risk Management system.

7. Desirable Knowledge, Skills and Abilities:

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

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: 06 Sep 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/emails 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 OR equivalent and attested police/military education or training or equivalent rank; AND
- 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.