

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p>European Union CSDP Mission in Georgia (EUMM Georgia) Extraordinary 1-2019 Call for Contributions Requirements and Job Descriptions</p>				
Organisation:	EUMM Georgia			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (2)</u>			
	GEO AR 10a	Head of Press and Public Information Section	Tbilisi	06 Apr 2020
	GEO AR 02	Deputy Head of ARO Department	Tbilisi	02 Mar 2020
	<u>Seconded/Contracted (2)</u>			
	GEO SE 11a	Deputy Senior Mission Security Officer	Tbilisi	02 Mar 2020
	GEO AF 01b*	Head of Finance	Tbilisi	02 Mar 2020
Deadline for Applications:	Friday, 17 January 2020 at 17:00 (Brussels time)			
Applications must be submitted to:	<p>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</p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Anne Koistinen cpcc.eummgeorgia@eeas.europa.eu +32 (0)2 584 5116</p>			

* The availability of this position is subject to a pending end of mission confirmation.

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 – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

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

2. Knowledge

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

3. Skills and abilities

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

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

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

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

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

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

II.B Desirable Requirements

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

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 Mission area.

Medical Certificate – The selected candidates should undergo a medical examination and be certified medically fit for Mission duty by a competent authority from the EU Member States. A copy of this certification must accompany deployed seconded/contracted personnel.

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

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 improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages the EU Member 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 – E-BASE + E-SAFE³ which are designed for the delegations or equivalent until a new platform E-MASE is launched.

Pre-Deployment Training (PDT) – The Candidate 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 Press and Public Information Section	Employment Regime: Seconded	
Ref. Number: GEO AR 10a	Location: Tbilisi	Availability: 06 April 2020
Component/Department/Unit: Analytical Reporting and Outreach Department/Press and Public Information Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of the Press and Public Information Section reports to the Head of Analytical Reporting and Outreach Department (HoAROD).

2. Main Tasks and Responsibilities:

- To act as the Mission's main spokesperson and to communicate the work of the Mission to the public;
- To lead, direct and manage the work and staff of the Press and Public Information Section;
- To supervise the Press and Public Information budget and procurement processes as well as all contract/tender/designs for Mission visibility items;
- To draft if necessary, keep under review, and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits as well as supervise and coordinate arrangements for visiting journalists/media;
- To supervise the development and maintenance of an effective Mission website and, if relevant, social media platforms;
- To supervise the drafting of press releases, public statements, articles and features, and to seek clearance from the Head of Mission's office if appropriate. To co-ordinate same with other EU actors in theatre if appropriate;
- To ensure coordination with the press offices of other EU actors in the host state;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advise the Head of Mission and Deputy Head of Mission/Chief of Staff plus other key staff as necessary on media and public information issues;
- To create and to promote positive communication and information campaigns to support and explain the Mission to local, regional and international audiences;
- To be responsible for the production of daily media monitoring and its dissemination internally through the Mission;
- To analyse the public impact of the Mission's activities and the effectiveness of the Mission's public outreach work;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

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.

The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations or Business Administration; AND

- A minimum of 7 years of relevant professional experience, in the field of communication/press and or public information, out of which a minimum of 3 years of experience at management level after having fulfilled the education requirements;
- Experience as a spokesperson, and/or in institutional communication.

5. Essential Knowledge, Skills and Abilities:

- Knowledge and practical experience of formulating (written and oral) and implementing a communication strategy;
- Fully independent in report writing and drafting skills;
- Networking skills and initiative;
- Presentation skills.

6. Desirable Qualifications and Experience:

- Experience running media and outreach campaigns;
- Experience in planning and implementing projects;
- Experience in diplomacy;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Excellent communication skills, both written and oral;
- Research and analytical skills; ability to analyse and integrate diverse information from varied sources;
- Knowledge of the local press and media environment;
- Knowledge of procurement and budgetary processes;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Deputy Head of Analytical Reporting and Outreach Department	Employment Regime: Seconded	
Ref. Number: GEO AR 02	Location: Tbilisi	Availability: 02 Mar 2020
Component/Department/Unit: Analytical Reporting and Outreach Department / Head of ARO Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Analytical Reporting and Outreach Department reports to the Head of Analytical Reporting and Outreach Department (HoAROD).

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

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: 02 Mar 2020
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.

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 the essential internal policies and procedures for finance;
- To manage the accounts, payments, treasury, payroll, financial system, claims and other financial functions;
- To approve financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting;
- To limit financial risk by taking action and evaluate the banking and national financial infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors;
- To ensure the presence of external audits and implement audit recommendations;
- To liaise with CPCC and FPI for coming mandates, budget preparation and facilitate the internal budget process in the mission;
- 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;
- To undertake any other related tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To establish and implement financial procedures and accounting systems for the CSDP Mission according to the sound financial management principle and in line with the European Union Financial Regulation and its Implementing rules and contractual obligations of the Mission;
- To develop policies/SOPs for the control of the EU finances and accounting;
- To inform Mission staff about financial rules and procedures through written communication and information sessions/trainings as required;
- To formulate procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance;
- To verify the legality, the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To prepare budget proposals for the Mission, issue instalments, including redeployment of funds when necessary;

- To manage and monitor budget implementation and commitments, and to recommend reallocation of funds as necessary;
- 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 within the Mission Support Department database;
- To provide sound financial advice to the Head of Mission Support Department, and to assist in the formulation of financial strategies for the CSDP Mission;
- To promote learning and knowledge management/sharing in the team;
- To be responsible for relevant budget lines and control of related commitments and expenditures;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

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 5 years of relevant professional experience in the field of finance/accounting, with at least 2 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 software;
- 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 related field;
- Experienced IT-user, including familiarity with Microsoft Office (Excel advanced level) and ERPs;
- Work experience, in finance or budget administration or equivalent;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Deputy Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. number: GEO SE 011a	Location: Tbilisi	Availability: 02 Mar 2020
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, WOS, 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 undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- 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 promote a positive working environment in accordance with EU values;
- To assist the SMSO in delivering training lectures for MSO course.

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.

6. Desirable Qualifications and Experience:

- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Validated license for armoured vehicle or driving licence category C1;
- International experience, particularly in crisis areas with multi-national and international organisations;
- 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).