

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

| <b>European Union Mission in Georgia<br/>(EUMM Georgia)<br/>2-2024 Call for Contributions<br/>Requirements and Job Descriptions</b> |   |  |                  |                      |
|---|---|--|------------------|----------------------|
| <b>Organisation:</b>  | <b>European Union Monitoring Mission in Georgia</b> |  |                  |                      |
| <b>Job location:</b>  | <b>As indicated below</b>                           |  |                  |                      |
| <b>Employment regime:</b>   | <b>As indicated below</b>                           |  |                  |                      |
| <b>Job titles/<br/>vacancy<br/>notice:</b>  | <b>Ref.:</b>  | <b>Name of the post:</b>   | <b>Location:</b> | <b>Availability:</b> |
|   | <b><u>Seconded (39)</u></b>                         |  |                  |                      |
|   | GEO PD 01   | Head of Political, Analysis, Reporting and Communications Department | Tbilisi          | ASAP                 |
|   | GEO HO 04c  | Executive Officer  | Tbilisi          | 06 Jan 2025          |
|   | GEO PR 02   | Reporting Officer  | Tbilisi          | ASAP                 |
|   | GEO PP 02   | Press and Public Information Officer                                 | Tbilisi          | ASAP                 |
|   | GEO PA 03   | Political Adviser  | Tbilisi          | ASAP                 |
|   | GEO OH 01   | Mission Hotline Holder   | Tbilisi          | ASAP                 |
|   | GEO AD 04a  | Deputy Head of Mission Support Department - CRC post                 | Tbilisi          | ASAP                 |
|   | GEO SE 13   | Security Operation Room Officer                                      | Tbilisi          | 27 Jan 2025          |
|   | GEO ZO 02a  | Deputy Head of Field Office  | Zugdidi          | 30 Sep 2024          |
|   | GEO ZS 01   | Senior Reporting and Information Officer                             | Zugdidi          | ASAP                 |
|   | GEO GO 13a  | Operations Officer   | Gori             | ASAP                 |
|   | GEO GA 01a  | Field Office Analyst   | Gori             | 04 Nov 2024          |
|   | GEO GT 03   | Monitoring Team Leader – Compliance Team                             | Gori             | 25 Nov 2024          |
| GEO SE 09b***   | Security Liaison Officer                            | Mtskheta   | ASAP             |                      |
| GEO MO 01a  | Head of Field Office                                | Mtskheta   | ASAP             |                      |

|   |  |          |             |
|---|--|----------|-------------|
| GEO MO 03a                                | Operations Officer   | Mtskheta | 25 Nov 2024 |
| GEO MO 07a                                | Reporting and Information Officer  | Mtskheta | 31 Oct 2024 |
| GEO MO 10b                                | CIS Officer  | Mtskheta | ASAP        |
| GEO MT 02                                 | Monitoring Team Leader – Compliance Team   | Mtskheta | 11 Nov 2024 |
| GEO ZM 06                                 | Monitor  | Zugdidi  | ASAP        |
| GEO ZM 26                                 |  | Zugdidi  | 04 Nov 2024 |
| GEO ZM 33                                 |  | Zugdidi  | 05 Jan 2025 |
| GEO ZM 37                                 |  | Zugdidi  | ASAP        |
| GEO ZM 39                                 |  | Zugdidi  | ASAP        |
| GEO GM 12                                 |  | Gori     | 04 Nov 2024 |
| GEO GM 26                                 |  | Gori     | 04 Nov 2024 |
| GEO GM 27                                 |  | Gori     | 02 Oct 2024 |
| GEO GM 29                                 |  | Gori     | 05 Jan 2025 |
| GEO GM 42                                 |  | Gori     | 12 Jan 2025 |
| GEO GM 52                                 |  | Gori     | 15 Oct 2024 |
| GEO GM 53                                 |  | Gori     | 02 Oct 2024 |
| GEO GM 55                                 |  | Gori     | 08 Jan 2025 |
| GEO GM 56                                 |  | Gori     | 12 Jan 2025 |
| GEO MM 02                                 |  | Mtskheta | 16 Dec 2024 |
| GEO MM 11                                 |  | Mtskheta | 18 Nov 2024 |
| GEO MM 15                                 |  | Mtskheta | ASAP        |
| GEO MM 18                                 |  | Mtskheta | 28 Oct 2024 |
| GEO MM 30                                 |  | Mtskheta | 07 Oct 2024 |
| GEO MM 34                                 |  | Mtskheta | 28 Nov 2024 |
| <b>Seconded/Contracted (2)</b>            |  |          |             |
| GEO AC 07c                                | Cyber Security Officer   | Tbilisi  | ASAP        |
| GEO SE 02b                                | Mission Security Officer   | Zugdidi  | ASAP        |
| <b>Deadline for applications:</b>         | <b>Friday, 21 June 2024, at 17:00 (Brussels time)</b>  |          |             |
| <b>Applications must be submitted to:</b> | <p>1) <b>You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b></p> <p>a) <b>You are already registered on Goalkeeper AND you have an EU Login:</b><br/> <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) <b>You do not have a Goalkeeper account or an EU Login:</b><br/> <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> |          |             |

|                     |   |
|---------------------|---|
|                     | <p>Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</p> <p><i><b>Please note:</b> Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p> |
| <b>Information:</b> | <p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Ms Susanne EVERT</b><br/> <b>cpcc.eummgeorgia@eeas.europa.eu</b><br/> <b>+32 (0)2 584 29 63</b></p>  |

\*\*\*Availability of post is subject to the End of Mission confirmation / resignation.

### **Low and/or Medium Risk Non-Family Mission**

The European Union Mission in Georgia (EUMM Georgia) bears a Low and Medium Risk Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility. Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose, in consultation with the EEAS Security Department, to the Civilian Operation Commander, to take measures to change the application of the Low and/or Medium Risk Non-Family status into High Risk Non-Family status.

**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 and Contributing Third States (Contributing States) propose candidates for the following international expert positions for [Mission], according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

**Citizenship** – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

**Integrity** – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected 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** – 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** – 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.

*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:

**Physical and mental health** – 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 CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

**Education and training** – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

**Knowledge** – 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).

### Skills and abilities

**Language skills** – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

**Communication and interpersonal skills** – Candidates must have excellent interpersonal and communication skills, both written and oral.

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

**Digital skills** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

**Driving skills** – 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** – 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, as applicable.

**Knowledge and experience of Security Sector Reform** – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

**Training and experience** – Candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Knowledge of local language(s), depending on the job tasks and responsibilities.

**Driving licence** – Category C driving licence.

## **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

**Passport** – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – Contributing 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 on route to the Mission.

**Education diploma(s)/certificate(s) and/or professional certificate(s)** – 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 their duties.

**Required Personnel Security Clearance (PSC)** – 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 European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

**Certificate/booklet of vaccination** – 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** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify 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** – It is recommended that national authorities provide seconded selected candidates with protection equipment.

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

#### **IV. ADDITIONAL INFORMATION**

**Equal opportunities** – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

**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. Candidates seconded by Contributing Third States will apply using the dedicated application form returned in Word format.

**Selection process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

**Information on the outcome** – Contributing 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 e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learnings>.

**Pre-Deployment Training (PDT)** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

**Data protection** – The EEAS, and its Directorate CPCC, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. 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).

## SECONDED POSITIONS

|  |   |   |
|--|---|---|
| <b>Position Name:</b><br>Head of Political, Analysis,<br>Reporting and Communications<br>Department  | <b>Employment Regime:</b><br>Seconded         |   |
| <b>Ref. number:</b><br>GEO PD 01   | <b>Location:</b><br>Tbilisi                   | <b>Availability:</b><br>ASAP                        |
| <b>Component/Department/Unit:</b><br>Political, Analysis, Reporting and<br>Communications Department | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third<br/>States:</b><br>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 the work within the Department and with other Mission Departments functions, and to provide overall guidance and ensure quality control;
- To ensure quality control of 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, strategic communication, 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, and coordinate as needed, with the EU family in Georgia, 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 and Senior Management team on all political matters relating to the Mission and its mandate;
- To conduct, in consultation with HoM and other relevant Mission Members, long and short-term planning for the Mission's reporting cycle and analytical needs;
- To define critical 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.;
- To participate in meetings of and contribute to the work of the Mission's Senior Management 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 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 6 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

#### **5. Essential Knowledge, Skills and Abilities:**

- Strong analytical background combined with excellent political awareness and judgement;
- Experience to engage with senior officials/ governmental level decision makers;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- 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);
- Excellent level of English, both written and spoken.

#### **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).

|   |   |  |
|---|---|--|
| <b>Position Name:</b><br>Executive Officer                          | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. Number:</b><br>GEO HO 04c                                   | <b>Location:</b><br>Tbilisi                   | <b>Availability:</b><br>06 Jan 2025          |
| <b>Component/Department/Unit:</b><br>Head of Mission/Chief of Staff | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

The Executive Officer reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To support the management of the Head of Mission, Deputy Head of Mission and Chief of Staff office's;
- To coordinate and be the main point of contact for all visits to the Mission;
- To act as the EUMM Protocol Officer focal point;
- To maintain a registry of all official contacts with the Mission;
- To coordinate advice and information provided for the Head of Mission/Deputy Head of Mission/Chief of Staff office by Mission offices and Mission members as required;
- To ensure close cooperation with the Head of Mission/Deputy Head of Mission/Chief of Staff office and/or other Mission members, drafting plans, directives, Standard Operating Procedures, orders and instructions to be approved and/or issued by the management;
- To coordinate and liaise with relevant Mission components as required;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

### 5. Essential Knowledge, Skills and Abilities:

- Administrative skills (office management, event planning, project management);

### 6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.

### 7. Desirable Knowledge, Skills and Abilities:

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

|  |   |  |
|--|---|--|
| <b>Position Name:</b><br>Reporting Officer   | <b>Employment Regime:</b><br>Seconded             |  |
| <b>Ref. Number:</b><br>GEO PR 02   | <b>Location:</b><br>Tbilisi                       | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office/Political,<br>Analysis, Reporting and<br>Communications Department/ | <b>Security Clearance<br/>Level:</b><br>EU SECRET | <b>Open to Contributing Third<br/>States:</b> 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 produce timely and accurate periodic, thematic 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 keep abreast of and process information on operational developments, as well as mandate-relevant political events and trends in the Missions' area of responsibility;
- 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 communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information, to ensure analytical consistency;
- 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 Reporting and Information Officers in Field Offices to verify facts and ensure submission of high-quality information;
- To provide ad interim / remote support to the reporting function of the Mission in another location, if and when operationally required;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points for various purposes and contexts; and draft meeting reports.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

### 5. Essential Knowledge, Skills and Abilities:

- Sound judgment in identifying priority issues from information received;
- Ability to synthesize information and draft clearly, succinctly and quickly;

- Excellent drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and judgement;
- Excellent English language skills.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

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

|   |   |  |
|---|---|--|
| <b>Position Name:</b><br>Press and Public Information Officer   | <b>Employment Regime:</b><br>Seconded                   |  |
| <b>Ref. Number:</b><br>GEO PP 02  | <b>Location:</b><br>Tbilisi                             | <b>Availability:</b><br>ASAP                     |
| <b>Component/Department/Unit:</b><br>Chief of Staff Office/ Political,<br>Analysis, Reporting and<br>Communications Department/<br>Press and Public Information Section<br>(PPIS) | <b>Security Clearance<br/>Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third<br/>States:</b> 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 contribute to the implementation of the Mission Strategic Communications Plan;
- To deputise in the absence of the Head of Press and Public Information Section;
- To contribute to the development and maintenance of an effective Mission website and social media accounts in line with best practices and latest trends in the field of digital communications, including the production of video content, infographics and factsheets;
- To act as project manager for outreach activities;
- To draft press releases, public statements, lines to take, social media copy and other public information products;
- To draft inputs for regular reports;
- To support the 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 the provision of politically sound advice on media engagement;
- To organise and conduct press conferences, media briefings and other media events, and coordinate the arrangements for press visits to the area of operations;
- To assist in ensuring appropriate media coverage of high-level visits;
- To coordinate with the press offices of other EU actors in the host state, the EEAS Spokesperson's service and CPCC Strategic Communications;
- To manage contracts with external service providers, including during the tender phase, in close coordination with relevant departments.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the domains of Communication, Political studies, International Relations, Humanities, Social sciences or other related field; AND
- A minimum of 4 years of relevant professional experience after having fulfilled the education requirement.

**5. Essential knowledge, skills and abilities:**

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Excelling drafting and presentation skills.

**6. Desirable Qualifications and Experience:**

- Experience in the field of institutional communication;
- Proficiency with social media, video editing and graphic design software;
- Proactive attitude and networking skills;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable knowledge, skills and abilities:**

- Experience in planning and implementing projects;
- Knowledge of the regional and local press and media environment;
- Knowledge of Russian and/or Georgian language(s).

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|--|---|--|
| <b>Position Name:</b><br>Political Adviser   | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. Number:</b><br>GEO PA 03   | <b>Location:</b><br>Tbilisi                   | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Political, Analysis, Reporting and Communications Department/<br>Political Advice Section | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To follow mandate-relevant political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Department Management, Head of Mission and Senior Mission management are regularly updated on political developments;
- To contribute to the preparations and conduct of official visits, as well as bilateral and multilateral meetings (in particular Incident Prevention and Response Mechanism meetings and Geneva International Discussions);
- To maintain close relationships with the EU Delegation and the EU Special Representative office;
- To liaise and develop relationships with relevant authorities, civil society, EU actors, and international organisations;
- To contribute to Mission reports as well as to draft and prepare briefings, speeches, notes and meeting records;
- To conduct briefings for Mission members and external audiences;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political studies, Public Policy, Diplomacy, Security studies or another related field; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential knowledge, skills and abilities:

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality.

### 6. Desirable Qualifications and Experience:

- Analytical capability;

- Ability to work as a member of a team;
- International experience, particularly in crisis areas with multi-national and international organisations.

**7. Desirable knowledge, skills and abilities:**

- Knowledge of the European Union policies and institutions, particularly CFSP and CSDP;
- Experience in dialogue facilitation, mediation and conflict analysis;
- Fluency in Russian language.



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| <b>Position Name:</b><br>Mission Hotline Holder  | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. Number:</b><br>GEO OH 01   | <b>Location:</b><br>Tbilisi                   | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations Department<br>Tbilisi Component / Confidence Building<br>Section | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b> 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 update and maintain the Hotline Log, the Hotline database, the Hotline Dashboard, and to produce statistics as requested;
- To analyses the Hotline activations and provide common pictures and modus operandi;
- 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 identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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.

### 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;
- 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.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Georgian language;
- Analytical skills.

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| <b>Position Name:</b><br>Deputy Head of Mission Support Department - CRC Member | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. number:</b><br>GEO AD 04a   | <b>Location:</b><br>Tbilisi                   | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Mission Support Department                 | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b> 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 support the HoMSD in the implementation of Mission support services in accordance with the Mission mandate and Operational Plan (OPLAN);
- To deputise in the absence of the Head of Mission Support Department;
- To ensure timely and accurate reporting from the Mission Support Department in accordance with the reporting requirements of the Mission;
- To ensure the consistency and sustainability of Mission Support activities over time;
- 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 identify and oversee the Mission Support needs in the Field Offices including regular coordination with the Heads/Deputy Heads of Field Offices;
- To ensure the MSD contribution to the Mission's risk management remains up to date;
- To assist the HoMSD to maintain continuous lines of communication within the MSD;
- To contribute to the induction and training of Mission members;
- To propose to the HoMSD, administrative areas in the Mission for improvement, including to increase efficiency;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

#### 3.1 General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank;  
AND
- A minimum of 10 years of relevant experience, after having fulfilled the education requirements, out of which minimum 5 years at coordination/management level.

#### **5. Essential knowledge, skills and abilities:**

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities.

#### **6. Desirable Qualifications and Experience:**

- Master's Degree in business or public administration, management, or other related subjects
- Knowledge of EU financial management and EU procurement rules;
- Experience in planning complex projects, monitoring, evaluation and reporting;
- International experience, particularly in crisis areas with multinational and international organisations.

#### **7. Desirable knowledge, skills and abilities:**

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

|   |   |   |
|---|---|---|
| <b>Position Name:</b><br>Security Operation Room Officer  | <b>Employment Regime:</b><br>Seconded         |   |
| <b>Ref. number:</b><br>GEO SE 13  | <b>Location:</b><br>Tbilisi                   | <b>Availability:</b><br>27 Jan 2025             |
| <b>Component/Department/Unit:</b><br>Security and Duty of Care<br>Department/Security<br>Section/Security Operations Room | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line:

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

### 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 identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience<sup>1</sup> 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:

- Planning and time-management skills;
- Analytical skills.

<sup>1</sup>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.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable knowledge, skills and abilities:**

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

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|---|---|--|
| <b>Position Name:</b><br>Deputy Head of Field Office                                | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. number:</b><br>GEO ZO 02a   | <b>Location:</b><br>Zugdidi                   | <b>Availability:</b><br>30 Sep 2024          |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Field Office Zugdidi | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To support the Head of Field Office in leading, managing and coordinating the work and staff of the Field Office in accordance with the Mission Implementation Plan and relevant planning documents;
- To deputise in the absence of the Head of Field Office;
- To support the Field Office input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission operational requirements in the Field Office area of responsibility;
- To ensure Field Office staff are periodically updated and contribute to the Mission mandate implementation progress;
- To assess the consistency and sustainability of Mission operational activities in accordance with the Mission Operational Plan and provide recommendations for the improvement of Mission performance;
- To contribute to the Field Office input to the Mission internal and external reporting;
- To ensure close coordination with other Mission operational, horizontal advising and support functions;
- To coordinate the Mission Support related aspects of the Field Office, under the guidance of the Head of Mission Support;
- To contribute to the Field Office work with local authorities, and local EU/international actors in cooperation with the Mission Coordination and Cooperation Unit;
- To identify, confidence building measures, particularly in the Field Office area of responsibility in consultation with the Head of Operations;
- To ensure that Field Office staff perform their work in a secure and safe environment in coordination with the Security and Duty of Care;
- To ensure that Standard Operating Procedures are implemented within the Field Office;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the

framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

**6. Desirable Qualifications and Experience:**

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- 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).



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|--|---|--|
| <b>Position Name:</b><br>Senior Reporting and Information Officer  | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>GEO ZS 01   | <b>Location:</b><br>Zugdidi                         | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Field Office Zugdidi/Reporting and Analysis Section | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> 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 provide ad interim / remote support to the reporting function of the Mission in another location, if and when operationally required;
- 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 identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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 / coordination 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).

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| <b>Position Name:</b><br>Operations Officer  | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>GEO GO 13a<br>GEO MO 03a  | <b>Location:</b><br>Gori<br>Mtskheta                | <b>Availability:</b><br>ASAP<br>25 Nov 2024  |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Field Offices Gori and Mtskheta | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> 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 (FO) patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow through the FO by briefing staff and compiling reports so that all FO personnel are kept informed and updated on events;
- To 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 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 identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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:

- Report compilation, drafting and editing skills as well as database management;

- Ability to acquire, analyse and manage information from a variety of sources;
- Organisational, prioritisation, planning, and time-management skills;
- Ability to drive vehicles with manual transmission on rough terrain;
- Basic understanding of topographic maps, colours, symbols and scales;

**6. Desirable Qualifications and Experience:**

- Experience of working with civil society;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

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

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| <b>Position Name:</b><br>Field Office Analyst                                 | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. Number:</b><br>GEO GA 01a   | <b>Location:</b><br>Gori                      | <b>Availability:</b><br>04 Nov 2024          |
| <b>Component/Department/Unit:</b><br>Operations Department/ Field Office Gori | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

The Field Office Analyst (FOA) reports to the Deputy Head of Field Office (DHoFO). The duties of the FOA are divided into matters and tasks specifically focused on the Area of Responsibility of the Field Office (~50%) and matters and tasks stemming from Mission Headquarters (~50%).

### 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, aiming to increasing the situational awareness for the benefit of the Mission as well as the Member States;
- To perform an advisory function on political, stabilisation, socioeconomic and other relevant issues to the (D)HoFO;
- 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 Senior Mission Analytical Capability (MAC) Analyst and other relevant Mission staff;
- To engage in the production of analytical products with other field-based analysts in coordination with the Senior MAC Analyst;
- To contribute to Mission reporting products, including Special Reports on relevant issues, in coordination with line management and the Senior MAC Analyst/Head of Political, Analysis, Reporting and Communication Department, as appropriate;
- 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.) in coordination with the Field Office Reporting and Information Section;
- To identify, monitor and report on emerging and ongoing hybrid threats in Georgia and against the Mission, in coordination with the Senior MAC Analyst;
- To support Field Office management and MHQ in developing existing monitoring and reporting practices to efficiently support the participation of the Mission in confidence building and conflict resolution formats (Incident Prevention and Response Mechanisms, Geneva International Discussions);
- To recommend and develop topics for mandate-relevant 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.

### 3. General Tasks and Responsibilities:

- To identify and report on trends, lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

**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, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Good drafting and writing skills in the English language;
- 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 emerging challenges particularly hybrid threats, environmental threats, and organised crime, preferably gained through work at a governmental agency or equivalent;
- 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.

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| <b>Position Name:</b><br>Monitoring Team Leader   | <b>Employment Regime:</b><br>Seconded                                    |  |
| <b>Ref. Number:</b><br>GEO GT 03<br>GEO MT 02   | <b>Location:</b><br>Gori (Compliance Team)<br>Mtskheta (Compliance Team) | <b>Availability:</b><br>25 Nov 2024<br>11 Nov 2024 |
| <b>Component/Department/Unit:</b><br>Operations Department/Field Offices<br>Gori and Mtskheta | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL                      | <b>Open to Contributing Third States:</b> No       |

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

#### *Compliance Team (CT)*

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

#### *Administrative Boundary Line Team (ABLT)*

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

#### *Human Security Team (HST)*

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

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **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;
- 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.



|   |   |  |
|---|---|--|
| <b>Position Name:</b><br>Security Liaison Officer   | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. Number:</b><br>GEO SE 09b***  | <b>Location:</b><br>Mtskheta                  | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Security and Duty of Care<br>Department/Security Section | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
  - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
  - To ensure all security and communications equipment is operational and ready to use;
  - To conduct regular security drills, communication tests and evacuation exercises;
  - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
  - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
  - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
  - To travel to all Mission areas including high-risk areas as required.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

**5. Essential Knowledge, Skills and Abilities:**

- Planning, and time-management skills;
- Analytical skills.

**6. Desirable Qualifications and Experience:**

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

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

|  |   |  |
|--|---|--|
| <b>Position Name:</b><br>Head of Field Office  | <b>Employment Regime:</b><br>Seconded         |  |
| <b>Ref. number:</b><br>GEO MO 01a  | <b>Location:</b><br>Mtskheta                  | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Field Office Mtskheta | <b>Security Clearance Level:</b><br>EU SECRET | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of Field Office in accordance with the Mission Implementation Plan and relevant planning documents;
- To coordinate and contribute to the development and updating of the Mission Implementation Plan by identifying the Field Office operational requirements;
- To ensure Field Office Mission members are periodically updated about and contribute to the Mission mandate implementation progress;
- To coordinate the Field Office contribution to the Mission internal and external reporting;
- To assess the consistency and sustainability of Mission operational activities in accordance with the Mission Operational Plan and provide recommendations for the improvement of Mission performance;
- To ensure close coordination with other Mission operational, horizontal advising and support functions;
- To coordinate the Mission Support related aspects of the Field Office, under the guidance of the Head of Mission Support;
- To lead, coordinate and contribute to the Field Office work with local authorities, and local EU/international actors in cooperation with the Mission Coordination and Cooperation Unit;
- To identify confidence building measures particularly in the Field Office area of responsibility in consultation with the Head of Operations;
- To ensure that Field Office staff perform their work in a secure and safe environment in coordination with the Security and Duty of Care;
- To ensure Standard Operating Procedures are implemented with the Field Office;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at coordination/management level.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

**6. Desirable Qualifications and Experience:**

- Master's Degree in management, business administration or other relevant discipline;
- International/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas.

**7. Desirable Knowledge, Skills and Abilities:**

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

|   |   |  |
|---|---|--|
| <b>Position Name:</b><br>Reporting and Information Officer  | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>GEO MO 07a   | <b>Location:</b><br>Mtskheta                        | <b>Availability:</b><br>31 Oct 2024          |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Field Office Mtskheta/Reporting and Analysis Section | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

The Reporting and Information Officer reports to the Deputy Head of Field Office.

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager.

### 4. Essential Qualifications and Experience:

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

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

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

**5. Essential Knowledge, Skills and Abilities:**

- Good drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding;
- Excellent English language skills.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

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

|  |   |  |
|--|---|--|
| <b>Position Name:</b><br>Communication & Information Systems (CIS) Officer           | <b>Employment Regime:</b><br>Seconded               |  |
| <b>Ref. Number:</b><br>GEO MO 10b  | <b>Location:</b><br>Mtskheta                        | <b>Availability:</b><br>ASAP                 |
| <b>Component/Department/Unit:</b><br>Operations Department/<br>Field Office Mtskheta | <b>Security Clearance Level:</b><br>EU CONFIDENTIAL | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To provide CIS first-level of support in the Field Office; to initial troubleshooting for all directly-reported issues or tickets assigned through the Help Desk ticketing system, quickly restore the affected services;
- To act as the custodian of all CIS assets deployed in the Field Office, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals in the Field Office;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- 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 Operating System, printer and network connectivity, software functionality, radio network;
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios);
- To support the Field Office, if/when needed, by conducting monitoring activities and analysing and reporting on requested issues pertaining to the Field Office Area of Responsibility.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **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, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- 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;
- Drafting and writing skills.

#### **6. Desirable Qualifications and Experience:**

- Experience with the ITIL (Information Technology Information Library) best practices;
- International experience, particularly in crisis areas with multinational and international organisations.

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



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

### 1. Reporting Line:

The Monitor reports to the Monitoring Team Leader (MTL).

### 2. Main Tasks and Responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on issues pertaining to the situation in the Field Office Area of Responsibility, in line with the various components of the Mission mandate;
- To contribute to the production of accurate and objective reports and to make recommendations for improvement, as necessary;
- To monitor and report on human rights and gender issues relevant for the Mission mandate;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To assist, advise and update the on critical or emergency incidents/events in areas covered by the Mission mandate that require immediate action/reaction by Line Management.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested 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, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Ability to drive vehicles with manual transmission on rough terrain;
- Ability to acquire, analyse and manage information from a variety of sources;
- Basic understanding of topographic maps, colours, symbols and scales;
- English Language skills.

### 6. Desirable Qualifications and Experience:

- Experience of working with civil society;
- International experience, particularly in crisis areas with multinational and international organisations.

### 7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russian and/or Georgian language(s);
- Ability to monitor and report from human security, human rights and gender perspectives;
- Ability to analyse and report from open-source information;
- Validated License for armoured vehicle or C or C1 Driving license.

## SECONDED/CONTRACTED POSITIONS

|  |  |   |
|--|--|---|
| <b>Position Name:</b><br>Cyber Security Officer                                | <b>Employment Regime:</b><br>Seconded/Contracted | <b>Post Category for Contracted:</b><br>Mission Support Staff - Management level (MSML) |
| <b>Ref. Number:</b><br>GEO AC 07c  | <b>Location:</b><br>Tbilisi                      | <b>Availability:</b><br>ASAP  |
| <b>Component/Department/Unit</b><br>Mission Support Department/<br>CIS Section | <b>Security Clearance Level:</b><br>EU SECRET    | <b>Open to Contributing Third States:</b><br>No   |

### 1. Reporting Line:

The Cyber Security Officer reports to the Head of Communication and Information Systems.

### 2. Main Tasks and Responsibilities:

- To provide Communication and Information Systems first-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services;
- To install, administer and troubleshoot cloud, system, and network security solutions, updating software with latest security patches and ensuring the proper defences are present for each network and system resource;
- Perform vulnerability and penetration tests, identifying and defending against threats, and developing disaster recovery plans;
- To configure security systems, analyse security requirements and recommend improvements;
- Monitor network traffic for suspicious behaviour, IT security metrics, SIEM and security logs, systems and service performance and security posture, providing periodic status reports;
- Research, evaluate, recommend, and introduce new IT security tools, techniques, services, and technologies to improve and innovate the Mission's IT security solutions portfolio;
- Support development and participate in the Mission's Cybersecurity Incident Response Team and work closely with stakeholders involved with Cybersecurity issues;
- Conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners;
- Identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to IT Security products, solutions, and services;
- Install, configure, and maintain the use of security tools (i.e. firewalls, data encryption, security certificates, IDS, IPS, SIEM) and services, to protect the Mission's data, electronic information, systems, and infrastructure;
- To prepare and provide training, advice and easy to follow user guidelines on using and maintaining IT and cyber security aspects.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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, out of which a minimum of 2 years of experience in IT Security/Cyber Security area, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills, and Abilities:**

- Knowledge of industry best practices in network, application, hardware and OS platform security and global security standards;
- Problem solving skills and the ability to understand and analyse complex technical end-users' problems and requests, and successfully manage and solve them daily;
- Very good English Language skills.

**6. Desirable Qualifications and Experience:**

- Possess current/valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security;
- Experience with Microsoft Windows/Linux server, Microsoft Active Directory and Group Policies, Microsoft 365 Security platform (i.e. Defender ATP), network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions;
- Professional experience in managing IT security and hands-on experience with related technologies, i.e. Firewalls, SIEM, IDS/IPS, NAC, MFA, Endpoint Security, and security hardening of networks, systems, and services;
- A combination of professional and relevant expertise and/or certifications in Microsoft, Cisco, Palo Alto, Vmware, EMC products and technologies;
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial;
- Background and familiarity with IT infrastructure methodologies, processes, and practices (i.e. ITSM/ ITIL);
- International experience, particular in crisis areas with multi-national and international organisations;
- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (i.e. SPLUNK, MISP, Snort, Nessus, or similar).

**7. Desirable Knowledge, Skills, and Abilities:**

- Good knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000) and have practical hands-on experience investigating and remediating active threats;
- Project management skills and practical experience with project management tools;
- Good knowledge of problem solving and analytical ability to analyse complex IT systems configuration;
- Knowledge of Russian and/or Georgian language(s).

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| <b>Position Name:</b><br>Mission Security Officer                            | <b>Employment Regime:</b><br>Seconded/Contracted | <b>Post Category for Contracted:</b><br>Mission Support Staff –<br>Management Level (MSML) |
| <b>Ref. Number:</b><br>GEO SE 02b  | <b>Location:</b><br>Zugdidi                      | <b>Availability:</b><br>ASAP   |
| <b>Component/Department/Unit:</b><br>Security and Duty of Care<br>Department | <b>Security Clearance Level:</b><br>EU SECRET    | <b>Open to Contributing Third States:</b><br>No  |

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- To act as the main Field Office Advisor on Occupational Health & Safety (OHS) and Fire Safety matters;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
  - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
  - To ensure all security and communications equipment is operational and ready to use;
  - To conduct regular security drills, communication tests and evacuation exercises;
  - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
  - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
  - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
  - To travel to all Mission areas including high-risk areas as required.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

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

**5. Essential Knowledge, Skills and Abilities:**

- Planning, and time-management skills;
- Analytical skills.

**6. Desirable Qualifications and Experience:**

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of a Mission Security Officer Certification Course;
- Knowledge in international Field Security and/or Security management in ensuring protection of personnel and/or assets;
- International experience, particularly in crisis areas with multinational and international organisations;
- Occupational Health & Safety and Fire Safety.

**7. Desirable Knowledge, Skills and Abilities:**

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