

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p style="text-align: center;">European Union Mission in Georgia (EUMM Georgia) 2-2024 Call for Contributions for Visiting Experts Requirements and Job Descriptions</p>				
Organisation:	European Union Monitoring Mission in Georgia			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Secoded (2)</u>			
	GEO VE 01	Human Rights Practitioner with Cultural Heritage Experience – Visiting Expert	Tbilisi	ASAP, for 3 months with the possibility of extension, and non-permanent deployment
	GEO VE 02	Operational Cultural Heritage Expert – Visiting Expert	Tbilisi	ASAP, for 3 months with the possibility of extension, and non-permanent deployment
Deadline for applications:	Friday, 05 July 2024 at 17:00 (Brussels time)			
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p><i>Please note: secoded positions are only available for candidates already validated in the database of their Secoding Authority. Please contact your national Secoding Authority for more information on applying for vacant secoded positions.</i></p> <p><i>We are unable to provide contact details of national Secoding Authorities.</i></p>			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):			

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Low and/or Medium Risk Non-Family Mission

The European Union Monitoring Mission in 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 responsibility of each staff member. Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose to the Civilian Operation Commander, in consultation with the EEAS Security Department, 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 and Invited Third States (Contributing States) will be considered.

The Mission shall cover the Visiting Experts (VE) travel costs to and from the place of deployment and for any duty travel while on deployment.

Contributing States and EU Agencies will bear all personnel-related costs for seconded VE, e.g. salaries and medical coverage (with the exception of the High-Risk insurance), and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Due to the non-permanent nature of VE assignments to Missions, specific provisions may apply with regard to their status, entitlements (e.g. leave days), rights and obligations and security.

Tour of duty – The duration of the deployment is indicated in the respective job description, respectively for an initial 3 months with a possible extension for another 3 months, according to the planned schedule. The work engagement can be carried out flexibly in line with the schedule/duration of the project, including remote work.

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

I. GENERAL CONDITIONS

Citizenship – 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 strongly 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-learning>.

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).

VISITING EXPERTS POSITIONS

Position Name: Human Rights Practitioner with Cultural Heritage Experience – Visiting Expert	Employment Regime: Seconded Visiting Expert	
Ref. number: GEO VE 01	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: CoS Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

Timeline of deployment

The deployment is for a 3-months period, with a possibility for extension for another 3 months.

1. Reporting Line:

Human Rights Practitioner with Cultural Heritage Experience – Visiting Expert reports to the Chief of Staff (CoS). The development of tools to support mapping and monitoring conflict-affected cultural heritage in the EUMM Area of Operations is divided between the Operations Department (50%) and the Chief of Staff Office (50%).

2. Main Tasks and Responsibilities:

- In close coordination with the Mission's operational components and Human Rights Adviser, to continue to develop practical tools to support mapping and monitoring conflict-affected cultural heritage;
- To develop the strategy and methodology for cultural heritage monitoring and evaluation;
- To liaise with local and international entities involved in the monitoring and protection of both tangible and intangible cultural heritage pertaining to the Mission's mandate;
- To advise on the development and management of strategic communications with regards to protection and preservation of conflict-related cultural heritage;
- To contribute to Mission's reporting and information management on conflict-affected cultural heritage related aspects;
- To undertake any other related task as requested by the Line Manager.

3. General Tasks and Responsibilities:

- To provide guidelines to the Field Offices on monitoring conflict-related cultural heritage and to contribute to the development of relevant tools, including harmonizing language within reporting and monitoring products;
- To advise on analysing and reporting on conflict-related cultural heritage challenges vis-a- vis the international standards, as required;
- To ensure close coordination with EU family on conflict-related cultural heritage matters;
- To take account of gender equality and human rights aspects in the execution of tasks.

4. Essential Qualifications Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree;
AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- Substantial experience in and thorough knowledge of tangible and intangible cultural heritage protection and preservation at international level, particularly in crisis management context.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of cultural heritage management, care and conservation, or related discipline, in conflict and crisis;
- Knowledge of international legal framework and EU policies related to the protection of cultural heritage, including for the safeguarding of tangible and intangible cultural heritage;
- Knowledge and experience in conducting assessments, mapping exercises and/or design of relevant monitoring mechanism in the field of conflict-affected cultural heritage;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment.

6. Desirable Qualifications Experience:

- International experience, particularly in crisis areas and/or in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Knowledge of investigative techniques in the Cultural Property field.

7. Desirable Knowledge, Skills and Abilities:

- Strong research and analytical skills;
- Good knowledge of the region of South Caucasus;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Operational Cultural Heritage Expert – Visiting Expert	Employment Regime: Seconded Visiting Expert	
Ref. number: GEO VE 02	Location: Tbilisi	Availability: ASAP
Component/Department/Unit: Operations Department	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

Timeline of deployment

The deployment is for a 3-month period, with a possibility for extension for another 3 months.

1. Reporting Line:

The Operational Cultural Heritage Expert – Visiting Expert reports to the Head of Operations (HoOPS).

2. Main Tasks and Responsibilities:

- In close cooperation with the Human Rights Visiting Expert, determine learning needs of Mission’s staff on conservation and safeguarding of cultural heritage pertaining to the Mission’s mandate, including through surveys and interviews;
- To design and deliver a comprehensive induction training package for the operational Mission’s staff members on conflict-affected cultural heritage issues, including on cultural property protection, as required;
- To design and provide in-Mission training curricula and materials on cultural-heritage issues, including monitoring techniques and scenario-based exercises;
- To raise awareness and provide in-Mission workshops on protection and preservation of tangible and intangible conflict-affected cultural heritage ;
- To undertake any other related task as requested by the Line Manager.

3. General Tasks and Responsibilities:

- To contribute to identification and reporting on lessons learned and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks.

4. Essential Qualifications Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree;
AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
- Substantial experience in and thorough knowledge of tangible and intangible cultural heritage protection and preservation at international level, particularly in crisis management context.

5. Essential Knowledge, Skills and Abilities:

- Experience in planning and conducting training and workshops on cultural heritage protection, as appropriate;
- Knowledge of international legal framework and EU policies related to the protection of cultural heritage, including for the safeguarding of tangible and intangible cultural heritage;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Communication and presentation skills.

6. Desirable Qualifications Experience:

- International experience, particularly in crisis areas and/or in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Knowledge of investigative techniques in the Cultural Property field.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge of the region of South Caucasus;
- Knowledge of Russian and/or Georgian language(s).