

EUROPEAN EXTERNAL ACTION SERVICE

Annex 1

<p align="center">European Union Mission in Georgia &</p> <p align="center">European Union Monitoring Capacity in Armenia</p> <p align="center">(EUMM Georgia & EUMCAP Armenia)</p> <p align="center">1-2022 Civilian Response Team (CRT)</p> <p align="center">Requirements and Job Descriptions</p>				
Organisation:	European Union Monitoring Mission in Georgia – EUMM European Union Monitoring Capacity in Armenia – EUMCAP			
Job Location:	As indicated below			
Employment Regime:	Short term Seconded experts			
Short term deployment	Initial 3 months deployment***			
Job Titles/ Vacancy Notice:	Ref:	Name of the Post:	Location*	Availability**:
	<u>Seconded (34)</u>			
	CRT MT 05	Operations Team Leader	Mtskheta	ASAP
	CRT MA 01	Field Office Analyst	Mtskheta	ASAP
	CRT GO 13	Operations Officer	Gori	ASAP
	CRT ZS 01	Senior Reporting and Information Officer	Zugdidi	ASAP
	CRT ZT 02	Monitoring Team Leader	Zugdidi	ASAP
	CRT SE 09	Security Liaison Officer	Mtskheta	ASAP
	CRT SE 07		Tbilisi	ASAP
	CRT SE 06	Mission Security Officer	Gori	ASAP
	CRT SE 06a		Tbilisi	ASAP
	CRT MM 02	Monitor (25)	Mtskheta	ASAP
	CRT MM 13		Mtskheta	ASAP
	CRT MM 14		Mtskheta	ASAP
	CRT MM 30		Mtskheta	ASAP
	CRT MM 32		Mtskheta	ASAP
	CRT GM 12		Gori	ASAP
	CRT GM 17		Gori	ASAP
	CRT GM 21		Gori	ASAP
	CRT GM 24		Gori	ASAP
	CRT GM 26		Gori	ASAP
	CRT GM 29		Gori	ASAP
	CRT GM 33		Gori	ASAP
	CRT GM 35		Gori	ASAP
	CRT GM 37		Gori	ASAP
	CRT GM 43		Gori	ASAP
	CRT GM 50		Gori	ASAP
	CRT GM 55		Gori	ASAP

	CRT ZM 04	Zugdidi	ASAP
	CRT ZM 05	Zugdidi	ASAP
	CRT ZM 09	Zugdidi	ASAP
	CRT ZM 12	Zugdidi	ASAP
	CRT ZM 26	Zugdidi	ASAP
	CRT ZM 27	Zugdidi	ASAP
	CRT ZM 33	Zugdidi	ASAP
	CRT ZM 39	Zugdidi	ASAP
Deadline for Applications:	11 November, 2022 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>		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Susanne EVERT cpcc.eummgeorgia@eeas.europa.eu +32 (0)2 584 29 63</p>		

*Location of deployment to be determined based on operational needs in Georgia or Armenia

**Deployment date depends on operational needs and political decisions

***Deployment period depends on operational needs and political decisions

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).

Tour of Duty/Contract Period – Following the Council Decision 12925/22 of 17 October 2022 amending the mandate of EUMM Georgia the duration of the deployment should be for 3months.

Location of CRT Experts:

Applicants must be authorised to work in Georgia and Armenia when the Mission assesses that the security situation permits it, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates are not allowed to provide or discuss any information

or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

Physical and Mental Health – Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the civilian CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

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

To avoid any delay to deployment, it is highly recommended that candidates complete the certified HEAT training course prior to deployment.

2. Knowledge

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

3. Skills and abilities

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

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

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

² [Common European Framework of References for Languages](#)

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

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

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

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

II.B Desirable Requirements

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

Knowledge and Experience of SSR – The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – EU Member States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up the duties.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar

manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Personal Protection Equipment – Recommended and mandatory equipment is listed in Annex 2

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

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for an improved gender balance in CSDP missions and operations, in conformity with UNSCR 1325. The European External Action Service (Head of Mission/Operation Commander) asks Contributing States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the EU Member States will bear any related costs.

N.B The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Training – The selected candidates should complete Missionwise and SAFE³ modules, which are designed for the delegations or equivalent, until a new platform is launched.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Data Protection - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

V. JOB DESCRIPTIONS

³ <https://webgate.ec.europa.eu/eeas/security-e-learning>

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

Position Name: Operations Team Leader	Employment Regime: Seconded	
Ref. Number: CRT MT 05	Location: Mtskheta	Availability: ASAP
Component/Department/Unit: Operations Depoartment/Field Office Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the Field Office (FO) Operations Team, including the FO Watchkeeping Capacity;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To conduct quantitative and qualitative analysis of the operational activities, in particular progress and/or lack of progress, including updating of the MIP;
- To elaborate timely and accurate, periodic ad-hoc reports, as well as written reports as requested;
- To oversee the planning, tasking and implementation of team's activities and the allocation of resources for the completion of the operational objectives;
- To co-ordinate training activities, as applicable;
- To facilitate the communication and brief the team regularly to keep them informed and updated on ongoing developments;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To maintain and update relevant Standard Operating Procedures;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- 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 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 6 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;
- Excellent 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).

Position Name: Field Office Analyst	Employment Regime: Seconded	
Ref. Number: CRT MA 01	Location: Mtskheta	Availability: ASAP
Component/Department/Unit: Operations Department/ Field Office Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: 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;
- 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 hybrid threat issues;
- Experience in conducting gender analysis;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. Number: CRT GO 13	Location: Gori	Availability: ASAP
Component/Department/Unit: Operations Department/Field Office Gori	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Operations Officer reports to the Operations Team Leader.

2. Main Tasks and Responsibilities:

- To plan, task and oversee the implementation of all Field Office (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;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- Civilian and/or female candidates are highly encouraged to apply.
- 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).

Position Name: Senior Reporting and Information Officer	Employment Regime: Seconded	
Ref. number: CRT ZS 01	Location: Zugdidi	Availability: ASAP
Component/Department/Unit: Operations Department/Field Office Zugdidi	Security Clearance Level: EU SECRET	Open to Contributing Third States:

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To coordinate and monitor the activities of the Field Office (FO) Reporting and Information section and to give direction to other team members as instructed by the HoFO;
- To provide written reports as requested by the HoFO;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding the Mission's mandate implementation;
- To regularly contribute to updating and revising the Mission Information Collection Plan;
- To maintain continuous and positive working relationship with the Political, Analysis, Reporting and Communications Department in the Mission Headquarters;
- To coordinate the process of receiving debriefings from all the Reporting and Information Officers of all FO patrols after their return from their daily patrol duties so that all relevant monitoring information is available and inputted into the FO reports;
- To review patrol reports for quality and accuracy, and to advise patrol leaders and team leaders accordingly;
- To coordinate the processing and analyses of the information gathered by patrols;
- To ensure that the FO information databases and statics are maintained regularly updated.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, highly developed drafting and editing skills as well as database management;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- 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;
- Good knowledge of the European Union Policies and Institutions in particular Common Foreign and Security Policy (CFSP) and Common Security and Defence Policy (CSDP).

7. Desirable Knowledge, Skills and Abilities:

- Ability to prioritise and manage a demanding workload;
- Understanding of team work processes and readiness to cooperate effectively with colleagues performing a variety of tasks;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Monitoring Team Leader	Employment Regime: Seconded	
Ref. Number: CRT ZT 02	Location: Zugdidi (Compliance Team)	Availability: ASAP
Component/Department/Unit: Operations Department/Field Office Zugdidi	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead the Field Office (FO) Monitoring Team to which they are assigned;
- To communicate and monitor achievement of operational objectives by the Monitoring Team, and to act as first Line Manager for Monitors in his/her team;
- To ensure the timely flow of information within the Field Offices;
- To analyse patrol findings alongside previously recorded information to monitor trends, developments, information gaps and to plan further patrol tasking;
- To guide and to oversee the tasks of team members including Patrol Leaders;
- To act as focal-point for receiving, developing and disseminating the Team's information;
- To 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:

- Civilian and/or female candidates are highly encouraged to apply.
- 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.

Position Name: Security Liaison Officer	Employment Regime: Seconded	
Ref. Number: CRT SE 09 CRT SE 07	Location: Mtskheta Tbilisi	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department/Security Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

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 ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission staff and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To ensure that all Mission security guidelines are implemented across the Field Office (FO) Area of Responsibility (AoR);
- To liaise with local Police from the security perspective, including management of road traffic accidents, or any other incident relating to the security and safety of the FO staff, premises and assets;
- To conduct periodic security risk assessments and to issue regular written security up-dates;
- To supervise and monitor the outsourced security guards and access control, and to advise as required;
- To participate in updating the Standard Operating Procedures, Contingency Plans, and Evacuation and Relocation Plans;
- To coordinate the training on the prevention of fire, as well as modular training to support the delivery of Safety and Security Awareness Training (SSAT);
- To drive EUMM vehicles with manual and automatic transmission in rough terrain;
- To deputise during the absence of the MSO;
- To promote a positive, gender-equal and inclusive working environment in accordance with EU values.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the

European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

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

5. Essential Knowledge, Skills and Abilities:

- Planning, and time-management skills;
- Ability to acquire, analyse and integrate diverse information from a variety of sources;
- Clear and concise drafting and report writing skills;
- Sensitivity and ability to handle sensitive matters;
- Ability to perform under stress and in difficult circumstances;
- Validated License for armoured vehicle or C or C1 Driving license.

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 liaison with law enforcement authorities;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Relevant experience in handling EU classified information, or similar.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Mission Security Officer	Employment Regime: Seconded Level (MSML)	
Ref. Number: CRT SE 06 CRT SE 06	Location: Gori Tbilisi	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department/Security Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

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 ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security are conducted as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

3. General 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 instructions and procedures;
- To assess the security situation and maintain all updated security-related documents;
- To provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission staff, and initiate the appropriate follow up action with the appropriate authorities;
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the Mission;
- To assist the Senior Mission Security Officer in reviewing the security level and threat assessment;
- To assist the Senior Mission Security Officer in drafting security-related Terms of Reference for the procurement of security equipment, contracts and services;
- To drive EUMM vehicles with manual and automatic transmission during patrols in rough terrain and on duty trips;
- To promote a positive working environment in accordance with EU values.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification 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, out of which a minimum of 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and/or assets.

5. Essential Knowledge, Skills and Abilities:

- Planning, and time-management skills;
- Analytical skills;
- Validated License for armoured vehicle or C or C1 Driving license.

6. Desirable Qualifications and Experience:

- University and/or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- International experience, particularly in crisis areas with multi-national and international Organisations;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of Civilian Crisis Management Course (CMS);
- Ability to contribute creatively to the development of security policies and procedures;
- Experience in planning and implementing projects;

7. Desirable Knowledge, Skills and Abilities:

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

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

1. Reporting Line:

The Monitor reports to the 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:

- Civilian and/or female candidates are highly encouraged to apply.
- 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);
- Validated License for armoured vehicle or C or C1 Driving license.