

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Georgia (EUMM Georgia) 1-2019 Call for Contributions Requirements and Job Descriptions				
Organisation:	EUMM Georgia			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (48)</u>			
	GEO OP 01	Head of Operations	Tbilisi	26 Aug 2019
	GEO AR 02**	Deputy Head of Analytical Reporting and Outreach Department	Tbilisi	30 Apr 2019
	GEO HO 04b	Executive Officer	Tbilisi	16 Jul 2019
	GEO HO 19b	Planning and Evaluation Officer - CRC post	Tbilisi	30 Apr 2019
	GEO AR 04**	Reporting Officer	Tbilisi	30 Apr 2019
	GEO AR 07	Reporting Officer	Tbilisi	01 Aug 2019
	GEO AR 08**	Reporting Officer	Tbilisi	30 Apr 2019
	GEO OI 01a	Information Manager	Tbilisi	30 Apr 2019
	GEO OL 03a	Senior Liaison Officer to State Security Service of Georgia and Ministry of Internal Affairs	Tbilisi	30 Apr 2019
	GEO OC 04	Project Manager, EU Confidence Building Facility	Tbilisi	30 Apr 2019
	GEO ZO 04	Operations Officer	Zugdidi	30 Apr 2019
	GEO ZO 08a	Reporting and Information Officer	Zugdidi	24 Jul 2019
	GEO ZM 03	Monitor	Zugdidi	22 May 2019
	GEO ZM 18	Monitor	Zugdidi	05 Jun 2019
	GEO ZM 19***	Monitor	Zugdidi	30 Apr 2019
	GEO ZM 25	Monitor	Zugdidi	02 Sep 2019
	GEO ZM 26	Monitor	Zugdidi	30 Apr 2019
	GEO ZM 28	Monitor	Zugdidi	07 May 2019
	GEO ZM 35	Monitor	Zugdidi	12 Jun 2019
	GEO ZM 36	Monitor	Zugdidi	30 Apr 2019
	GEO ZM 41	Monitor	Zugdidi	02 Sep 2019
	GEO GO 03	Operations Officer	Gori	30 Apr 2019
	GEO GA 01	Field Office Analyst	Gori	30 Apr 2019
	GEO GM 03	Monitor	Gori	05 Aug 2019
	GEO GM 09*	Monitor	Gori	12 Aug 2019
	GEO GM 13	Monitor	Gori	16 Jul 2019
	GEO GM 14***	Monitor	Gori	30 Apr 2019

	GEO GM 15	Monitor	Gori	30 Apr 2019
	GEO GM 16*	Monitor	Gori	08 Jul 2019
	GEO GM 17	Monitor	Gori	24 Jun 2019
	GEO GM 21	Monitor	Gori	20 Aug 2019
	GEO GM 23	Monitor	Gori	20 Aug 2019
	GEO GM 27*	Monitor	Gori	12 Aug 2019
	GEO GM 32	Monitor	Gori	24 Jun 2019
	GEO GM 38	Monitor	Gori	13 May 2019
	GEO GM 41**	Monitor	Gori	30 Apr 2019
	GEO GM 42	Monitor	Gori	02 Sep 2019
	GEO GM 44	Monitor	Gori	13 May 2019
	GEO MO 04	Operations Officer	Mtskheta	30 Apr 2019
	GEO MA 01	Field Office Analyst	Mtskheta	30 Apr 2019
	GEO MO 10a	CIS Officer/ Monitor	Mtskheta	30 Apr 2019
	GEO MM 04	Monitor	Mtskheta	08 Jul 2019
	GEO MM 16	Monitor	Mtskheta	20 May 2019
	GEO MM 20**	Monitor	Mtskheta	30 Apr 2019
	GEO MM 21	Monitor	Mtskheta	02 Jul 2019
	GEO MM 23	Monitor	Mtskheta	07 Aug 2019
	GEO MM 31**	Monitor	Mtskheta	30 Apr 2019
	GEO MM 33*	Monitor	Mtskheta	10 Jun 2019
	<u>Seconded/Contracted (6)</u>			
	GEO AL 01a	Head of Logistics	Tbilisi	12 Jun 2019
	GEO AL 03b	Head of Facilities Management Unit	Tbilisi	30 Apr 2019
	GEO AP 03a	Procurement Officer	Tbilisi	01 Aug 2019
	GEO AT 04b***	Transport Officer	Tbilisi	30 Apr 2019
	GEO SE 01a***	Senior Mission Security Officer	Tbilisi	30 Apr 2019
	GEO SE 11a***	Deputy Senior Mission Security Officer	Tbilisi	30 Apr 2019
Deadline for Applications:	Monday 11 March 2019 at 17:00 (Brussels time)			
Applications must be submitted to:	<p>a) for seconded candidates by EU Member States: https://goalkeeper.eeas.europa.eu/registrar/</p> <p>b) for contracted candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Katarina Grape cpcc.eummgeorgia@eeas.europa.eu +32 (0)2 584 39 29</p>			

* The availability of this position is subject to the non-confirmation of a request for extension.

** The availability/extension of this position is subject to the outcome of the BREXIT negotiations.

*** The availability of this position is subject to ongoing selection process and the non-acceptance of a job offer.

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 – The duration of the deployment should be of 12 months.

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

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

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

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

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

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

2. Knowledge

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

3. Skills and abilities

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

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

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

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

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

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

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

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

II.B Desirable Requirements

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

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

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

Language – Some proficiency in local language(s).

Driving Licence – Category C driving licence.

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.

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

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

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

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

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

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages the EU Member States and European Institutions to take this into account when offering contributions.

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

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

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.

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

Training – E-BASE + E-SAFE³ which are designed for the delegations or equivalent until a new platform E-MASE is launched.

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

Data Protection - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community 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>. Privacy Statement.

V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

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

SECONDED POSITIONS

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. number: GEO OP 01	Location: Tbilisi	Availability: 26 Aug 2019
Component/Department/Unit: Operations Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Operations reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To implement the Mission's operational activities including in Field Office(s) in accordance with the Mission's OPLAN and the Head of Mission's guidance, through Line Managers responsible for the respective Lines of Operation, and to ensure their operational coherence in support of the Mission's end state;
- To lead, direct and manage the work and staff of the Operations Department;
- To input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To ensure timely internal reporting from the operational perspective against benchmarking;
- To contribute to the Mission's external reporting against benchmarking;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To coordinate/cooperate and/or oversee the coordination/cooperation of the Department personnel, as appropriate, with national and local authorities at the relevant level, as well as with local EU and international actors within the scope of the Mission's mandate;
- To work in close cooperation with all Mission Departments;
- To ensure that Mission staff members working under the Head of Operations responsibility receive proper induction training;
- To ensure that Operational Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff members working under the Head of Operations responsibility identify and report lessons learned and best practices within their respective fields of responsibility;
- To ensure that Mission staff members working under the Head of Operation's responsibility are periodically updated on Mission's mandate implementation progress;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To ensure adjustment of the monitoring tasks in accordance with guidance from Head of Mission and Deputy Head of Mission/Chief of Staff and in line with the Mission Implementation Plan, as well as to coordinate with the Analytical Reporting and Outreach Department on political and security developments;
- To ensure, through regular meetings and written instructions, that the Field Offices and monitoring teams are kept periodically updated of the political and security situation in the Mission area, based on inputs and assessments from the Analytical Reporting and Outreach and the Mission Security and Duty of Care departments respectively;
- To encourage the Rapid Reaction Capacity in special assignments, when directed by Head of Mission and Deputy Head of Mission/Chief of Staff;

- To engage in and to maintain co-operation and co-ordination of the Mission operational components with other international and national interlocutors and stakeholders, in close co-ordination with other relevant departments;
- To be responsible for relevant budget lines and the control of related commitments and expenditures, and to coordinate input during budget preparation for relevant budget lines;
- To continuously maintain a fair, realistic and transparent system of performance evaluation for all Operations staff;
- To promote a positive working environment in accordance with EU values.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, out of which a minimum of 5 years at management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Leadership skills.

6. Desirable Qualifications and Experience:

- Experience at a senior management level managing operations in a civilian/humanitarian, police or military context;
- International experience, particularly in crisis areas with multi-national and International Organisations;
- Possesses in-depth understanding of peace stabilisation mechanisms and conflict prevention, with substantial and diverse relevant experience;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Ability to remain flexible, adapt quickly, prioritise, and to work within limited time frames;
- Excellent interpersonal skills;
- Analytical skills;
- Knowledge of Russian and/or Georgian language(s).

Position: Deputy Head of Analytical Reporting and Outreach Department	Employment Regime: Seconded	
Ref. Number: GEO AR 02**	Location: Tbilisi	Availability: 30 Apr 2019
Component/Department/Unit: Analytical Reporting and Outreach Department/Head of Analytical and Reporting and Outreach Department Office	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To promote a positive working environment in accordance with EU values.

4. Education 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 aware of an equivalent rank; AND

- A minimum of 7 years of relevant professional experience, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements;
- Analytical background combined with excellent political awareness and judgement;

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Executive Officer	Employment Regime: Seconded	
Ref. Number: GEO HO 04b	Location: Tbilisi	Availability: 16 Jul 2019
Component/Department/Unit: Head of Mission & Deputy Head of Mission/Chief of Staff Office/ Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To support the Head of Mission (HoM) and Deputy Head of Mission/Chief of Staff (DHoM/CoS) in managing the HoM & DHoM/CoS Office;
- To maintain a registry of all official contacts with the Mission;
- To ensure that advice and information provided by Mission staff is coordinated with all relevant components of the Mission prior to its submission to the HoM and DHoM/CoS;
- To draft, review and prepare documents, administrative instructions, Standard Operating Procedures, reports and letters for signature by HoM and DHoM/CoS;
- To coordinate and liaise with relevant Mission components as deemed appropriate by the HoM and DHoM/CoS;
- Under the direction of HoM and DHoM/CoS, to maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To participate in Mission management meetings and to manage all follow-up matters; to take minutes/notes at internal and external meetings; to co-ordinate the preparation of supportive documents, briefing notes, speeches etc. for internal/external meetings of HoM or DHoM/CoS;
- To attend internal and external meetings on behalf of HoM and DHoM/CoS as required;
- To support/advise DHoM/CoS on matters relating to the Code of Conduct, and to play the role of Secretary on Disciplinary Boards;
- To co-ordinate visits to the Mission, to act a EUMM focal protocol officer;
- 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 in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to organise all senior staff work at strategic level;
- Proactive and stress-resistant;
- 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;
- Professional training in project management;
- Executive assistant training/course or other related training/course.

7. Desirable Knowledge, Skills and Abilities:

- Analytical skills combined with political awareness and judgement;
- Attention to detail, prioritisation, multi-tasking and management skills;
- Knowledge of the administrative rules and regulations relevant to the European Commission and European External Action Service-administered Missions;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Planning and Evaluation Officer/CRC Member	Employment Regime: Seconded	
Ref. number: GEO HO 19b	Location: Tbilisi	Availability: 30 Apr 2019
Component/Department/Unit: Head of Mission & Deputy Head of Mission/Chief of Staff Office/ Planning and Evaluation Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To assist the Mission chain of command in developing long term planning and organisational adjustments to reflect changes in the operational context and implementation;
- To assist the Head of Planning and Evaluation Section in the administration and coordination of the Mission planning documents and procedures (Mission Implementation Plan etc.) to facilitate the achievement of the Mission's strategic priorities and objectives;
- To collate and analyse information from Mission Departments and Field Offices and from external sources to support the evaluation of the MIP;
- To provide and disseminate Mission Implementation Plan information and evaluations;
- To update the Mission Information Collection Plan, and to coordinate the work of the various MICP working groups;
- To assist in updating the Mission policy on Standard Operating Procedures and horizontal guidelines;
- To identify and evaluate Mission-wide risks and assumptions in order to identify new benchmarks and to design new monitoring mechanisms;
- To identify the Mission Best Practices and Lessons Learned;
- To design, implement and update a Monitoring and Evaluation System to support Mission planning;
- To conduct presentations, briefings, background papers and written reports as requested.
- To act on behalf and represent the Head of Planning and Evaluation Section as required;
- To undertake any other related tasks as requested by the Line Manager(s).

3.1 Mission Specific Tasks and Responsibilities:

- To promote a positive working environment in accordance with EU values.

3.2 Core Responsiveness Capacity Tasks and Responsibilities:

- To participate in the planning and start-up of Missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closure of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Experience in leading and communicating change management initiatives to diverse audiences;
- International experience in multilateral crisis management or similar international organisations;
- Project management training, such as APM, PPM, PRINCE2, or equivalent.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge and experience in the use of computer technology, including familiarity with planning-relevant software and applications.

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. number: GEO AR 04** GEO AR 08** GEO AR 07	Location: Tbilisi	Availability: 01 Apr 2019 01 Apr 2019 01 Aug 2019
Component/Department/Unit: Analytical Reporting and Outreach Department/ Reporting Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Reporting Officer reports to the Head of the Analytical Reporting and Outreach Department.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To 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 Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- To contribute to the collection of the Mission's lessons learned observations;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To compile the Mission's inputs to the Incident Prevention and Response Mechanism monthly meetings and to the Geneva International Discussions;
- To maintain working relationships with Field Offices, across the Mission Departments and with outside interlocutors to ensure effective information flow;
- To participate actively in thematic Working Groups;
- To ensure common drafting and comprehensive content of reports;
- 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 in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- Political awareness and judgment.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to work as a member of a team;
- Excellent communication and presentation skills;
- Prioritisation skills.
- Knowledge of Russian and/or Georgian language(s).

Position Name: Information Manager	Employment Regime: Seconded	
Ref. Number: GEO OI 01a	Location: Tbilisi	Availability: 30 Apr 2019
Component/Department/Unit: Operations Department/ Information Management Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Information Manager reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To ensure the establishment, continued development and management of the Mission's information flow and structure to support the operational and reporting requirements of the Mission in close consultation with other EUMM departments;
- To identify Mission information exchange requirements and to contribute to information and knowledge sharing aimed at the development of a common situational awareness with the Mission's chain of command and other EU actors;
- To ensure the continued development and supervision of the Mission Document Management System through coordination with all Mission Departments and Sections/Units in accordance with guidelines from the Civilian Planning and Conduct Capability in Brussels;
- To ensure, in close cooperation with the Mission Security and the Communications and Information Systems Section, the security of sensitive information handled by the Mission, and to disseminate it in accordance with instructions of senior management;
- To contribute to Mission security with information and analytical products that will support the conduct of security and risk assessments;
- To work closely with all relevant departments to ensure that their information, reporting and analysis requirements are factored into the continued development of the information management tools;
- To contribute to the structured management of information flows within the Mission through a systematic approach to ensure that information is processed to support operations, common situational awareness and mandate delivery;
- To structure Mission information flows to make them functional to the generation of analytical products in support of the operational, security and reporting needs of the Mission, including to support the Mission Geographic Information System elements;
- To coordinate with relevant departments on the analysis and structure of existing Mission information for inclusion in the system;
- To maintain the registry of Mission documents;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide overall coordination within the Mission to ensure that information storage and data collection complies with instructions received from Brussels;
- 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 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. The qualification should be in any of the fields of Project Management, Political Science, International Relations, Diplomacy, Social Sciences, Police/Military Sciences or other relevant field; AND

- A minimum of 5 years of relevant professional experience in the field of project/information management or in a relevant area, after having fulfilled the education requirements;
- Experience in using systems for the management and analysis of information from various sources.

5. Essential Knowledge, Skills and Abilities:

- Ability to prioritise and manage a demanding workload;
- Ability to work dynamically on his/her own initiative in a methodical manner;
- Drafting skills;
- Analytical skills combined with good judgment;
- Knowledge of database, analysis software products.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in an operational environment in a civilian/humanitarian, police or military context;
- Experience of EU information security management requirements.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Geographic Information System products.

Position: Senior Liaison Officer to the State Security Service of Georgia and Ministry of Internal Affairs	Employment Regime: Seconded	
Ref. number: GEO OL 03a	Location: Tbilisi	Availability: 30 Apr 2019
Component/Department/Unit: Operations Department / Confidence Building Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Senior Liaison Officer to the State Security Service of Georgia and Ministry of Internal Affairs reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To meet regularly with counterparts from the Ministry of Internal Affairs and exchange information, especially with regard to the Provisional Mechanism for the Prevention and Settlement of Disputes, under the Technical Arrangements between the State Security Service of Georgia and Ministry of Internal Affairs of Georgia and the Mission (hereinafter: Mechanism);
- Principle point of contact with the State Security Service of Georgia and Ministry of Internal Affairs;
- To facilitate and prepare meetings between the Mission and the State Security Service of Georgia and Ministry of Internal Affairs. To represent the Mission at the meetings, as required;
- To assess and to analyse relevant information and data received from the State Security Service of Georgia and Ministry of Internal Affairs and information found on the Ministry of Internal Affairs official home page and other Georgian internet resources, and to prepare proposals for discussion with the Head of Mission, and/or Senior Management, staff on corrective measures when breaches to the Mechanism are identified;
- To manage the processing of visit requests - Previously Announced Visits in accordance with the Mechanism, including compiling of all infringement data;
- To provide substantive and technical advice to the HoM on all Ministry of Internal Affairs matters related to the implementation of the Mission's Mandate;
- To monitor and analyse the activities of the State Security Service of Georgia and Ministry of Internal Affairs relating to the implementation of the Six-Point Agreement within the limits of the Mechanism with the State Security Service of Georgia and Ministry of Internal Affairs and the Incident Prevention and Response Mechanism;
- To interact regularly with EUMM Field Offices including through visits. To provide advice to EUMM staff on Ministry of Internal Affairs matters;
- To report on the latest State Security Service of Georgia and Ministry of Internal Affairs developments;
- To assist EUMM FOs in establishing contacts with regional State Security Service of Georgia and Ministry of Internal Affairs authorities;
- To provide inputs to Mission internal meetings, to the Watchkeeping Section and to other Mission Departments;
- To undertake any other relevant tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To coordinate the activities of the Confidence Building Section and to give directions as instructed by Head of Operations;
- 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 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. The qualification should be in any of the fields of Political Science, International Relations, Social Sciences or Business Administration, Police or Military Sciences or other relevant field; AND
- A minimum of 8 years of relevant professional experience out of which at least 3 years of experience at the mid-ranking level in the field of Law Enforcement, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Professional experience in mid-ranking posts in Police or Law Enforcement, or equivalent experience in liaising with police, military or governmental structures;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous field experience in international Organisations (EU, OSCE, UN etc.);
- Experienced negotiator.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Project Manager, EU Confidence Building Facility	Employment Regime: Seconded	
Ref. number: GEO OC 04	Location: Tbilisi	Availability: 30 Apr 2019
Component/Department/Unit: Operations Department/ Confidence Building Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Project Manager, EU Confidence Building Facility reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To manage the work of the Confidence Building Facility in accordance with the OPLAN and relevant planning documents;
- To ensure that project proposals are properly coordinated within the Mission as well as with external stakeholders;
- To assist the Mission's Senior Management and Heads of Department in project planning and development and to co-ordinate the implementation of the Mission's projects with other stakeholders;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in co-operation with Heads of Department and the Mission's Procurement and Finance Sections;
- To establish and maintain contacts with International Organizations and NGOs to identify potential project partners and funding;
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and proper administration accordance with EU regulations;
- Upon project completion, to ensure that post-project reporting and evaluation (including financial reporting) have been completed;
- To record lessons learned;
- To identify and report to Management the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To act as the Mission's Focal Point on Confidence Building Facility projects with the EU Family in Georgia (EU Delegation, EU Special Representative and EU Embassies);
- In close consultation with Deputy Head of Mission/Chief of Staff to prepare and report on Confidence Building Facility Coordination Committee meetings of the EU Family in Georgia;
- To contribute to Mission reporting on the Confidence Building Facility;
- To maintain a network of contacts within the Mission and across Georgia for identification of potential Confidence Building Facility projects;
- 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 in the National Qualifications Framework which is equivalent to level 6 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. Bachelor's Degree; AND

- A minimum of 5 years of relevant professional experience, including planning, implementation and evaluation of projects – preferably in a conflict/post conflict environment, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities:

- Team management skills;
- Leadership and problem solving skills;
- Negotiation and risk management skills;
- Project management skills.

6. Desirable Qualifications and Experience:

- Comprehensive understanding of political aspects of project management;
- Project management qualification, such as APM, PPM, PRINCE2, or equivalent;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experienced user of databases.

7. Desirable knowledge, skills and abilities:

- Knowledge of and/or experience in working with EU Financial Regulations and procurement (PRAG);
- Ability to work on multiple projects using accepted project management methodologies and risk management approaches;
- Ability to work both independently as well as a member of a team;
- Analytical capability;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. number: GEO GO 03 GEO MO 04 GEO ZO 04	Location: Gori Mtskheta Zugdidi	Availability: 30 Apr 2019 10 Jun 2019 30 Apr 2019
Component/Department/Unit: Operations Department/ Field Office Gori, Mtskheta, Zugdidi	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Operations Officer reports to the Head of Field Office.

2. Main Tasks and Responsibilities:

- 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 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;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To plan, task and oversee the execution of all Field Office patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow through the Field Office by briefing staff and compiling reports so that all Field Office personnel are kept informed and updated on events;
- To maintain and update Standard Operating Procedures;
- To handle incidents and events in the Area of Responsibility as a member of the Field Office Security Management Team;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- 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 Field Office;
- To plan visits of external official visitors to the Field Office, and to conduct external activities;
- 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 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 operational professional experience in a civilian/humanitarian, police or military context with a demanding workload and tight deadlines, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Organisational, prioritisation, planning, and time-management skills;
- Conceptual and strategic skills;
- Writing skills for drafting concise and accurate operational reports;
- Presentation skills;
- Analytical capability and knowledge of information collection and analytical methods.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

Position Name: Reporting and Information Officer	Employment Regime: Seconded	
Ref. number: GEO ZO 08a	Location: Zugdidi	Availability: 24 Jul 2019
Component/Department/Unit: Operations Department/ Field Office Gori/Reporting and Analysis Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Reporting and Information Officer reports operationally to the Head of Field Office and to the Head of the Analytical Reporting and Outreach Department on functional issues.

2. Main Tasks and Responsibilities:

- To compile all regular reports (daily/weekly/monthly) and special operational reports in accordance with relevant Mission planning documents;
- To collect, filter and report on open source information on emerging challenges and other developments in the Area of Responsibility that could have a significant effect on the environment in which the Mission operates;
- To identify significant events and trends, supported by, where possible, quantifiable data;
- To identify knowledge gaps on mandate-sensitive issues relevant for the Area of Responsibility;
- To propose potential themes that merit further study in order to best implement the Mission mandate;
- To maintain and to regularly update the computerised knowledge databases and statistics within the Field Office;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To receive debrief from all Field Office patrols after their return from their daily patrol duties so that all relevant monitoring information is available and input 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 compile reports which include a gender perspective;
- To draft and to deliver briefings to visitors to the Field Office, including high-level delegations, as appropriate;
- 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 in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 4 years of relevant professional experience in the field of public administration, political science, intelligence or in a related field, after having fulfilled the education requirements;
- Experience in report writing - preferably in relation to a post-conflict environment.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, highly developed drafting and editing skills;
- Ability to prioritise and manage a demanding workload;
- Capability of conducting information analysis based on information and knowledge management, as well as databases;
- Sound understanding of team work processes and readiness to cooperate effectively with colleagues performing a variety of tasks.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in an operational environment in a civilian/humanitarian, police or military context.

7. Desirable Knowledge, Skills and Abilities:

Position Name: Field Office Analyst	Employment Regime: Seconded	
Ref. number: GEO GA 01 GEO MA 01	Location: Gori Mtskheta	Availability: 30 Apr 2019 30 Apr 2019
Component/Department/Unit: Operations Department/ Field Office/ Reporting and Analysis Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Field Office Analyst reports operationally to the Head of Field Office and to the Head of the Analytical Reporting and Outreach Department on functional issues.

2. Main Tasks and Responsibilities:

- To identify, analyse and report on political, stabilisation and socioeconomic trends and developments in the Area of Responsibility of the Field Office as they apply to the Mission mandate;
- To perform an advisory function on political, stabilisation and socioeconomic issues in close cooperation with MHQ;
- 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 coordinate the preparation of concise, clear and accurate analytical reports based on the various sources of information available at Field Office level (from patrols, open sources etc.);
- To support Field Office management and MHQ in developing existing monitoring and reporting practices so they efficiently support the participation of the Mission in confidence building and conflict resolution formats (Incident Prevention and Response Mechanisms, Geneva International Discussions);
- To recommend and develop topics for thematic monitoring by the Mission / Field Office;
- To contribute to security and threat assessments conducted by the Mission, as appropriate;
- To develop and maintain working methodology and relevant Standard Operating Procedures at Field Office level;
- To develop, in coordination with MHQ Operations, Field Office management and the Analytical Reporting and Outreach Department internal Field Office capacity for information gathering, analysis, and information management;
- To undertake any other related tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- 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 in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree OR equivalent and attested military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, including extensive analytical experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Drafting and writing skills;
- Ability to work in a methodical manner;
- Sound 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 source.

6. Desirable Qualifications and Experience:

- Experience in crisis management or peace operations, preferably in the context of work on reporting and analysis, and planning processes;
- International experience in an analytical role in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Working level Russian and/or Georgian language(s);
- Extensive knowledge of the functioning of the EU.

Position Name: Communication & Information Systems (CIS) Officer/Monitor	Employment Regime: Seconded	
Ref. number: GEO MO 10a	Location: Mtskheta	Availability: 30 Apr 2019
Component/Department/Unit: Operations Department/ Field Office Mtskheta	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The CIS Officer/Monitor reports operationally to the Head of Field Office and to the Head of Communications and Information Systems on CIS issues.

2. Main Tasks and Responsibilities:

- To provide CIS first-level of support in the Field Office; to initial troubleshooting for all directly-reported issues or issues assigned through the Help Desk ticketing system, and to quickly restore the affected services;
- To act as the custodian of all CIS assets deployed in the Field Office - from hardware and software to radio, satellite communication equipment and VTC (excluding server equipment);
- To conduct monitoring activities in full compliance with the Mission's mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the Field Office Area of Responsibility, in line with the Mission's core pillars;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To assist, advise and update the Line Management on critical or emergency events in the Mission's Area of Responsibility/ interest that requires immediate action/ reaction by Line Management;
- To undertake any other related tasks, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To maintain an accurate inventory and evidence of all CIS assets, their technical condition, distribution and location;
- To perform every 6 months the general maintenance of all hardware, software and communication equipment under his/her responsibility, and to ensure their functionality within the accepted technical parameters;
- To submit monthly consolidated reports on the technical condition of the assets and general situation of the CIS-related activities to Head of Communications and Information Systems;
- To update information in the Active Directory regarding users, groups, group membership, printers, computers, user rights assignment and the file/folder structure;
- To oversee the implementation of all CIS-approved Standard Operating Procedures and policies by the Field Office personnel throughout the Field Office Area of Responsibility;
- To maintain permanent contact with CIS HQ and the Mission Security for technical and security instructions and implementation;
- To monitor, report and analyse the situation in the Area of Responsibility as directed by the Head of Field Office;
- To cooperate with all relevant authorities, local and international organisations when instructed by the Team Leader;
- 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 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 3 years of relevant professional experience in the field of information/communication technology and management, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems, including experience in political science, human rights or humanitarian organisations, the police, military, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical and problem solving skills;
- Knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs);
- Technical skills and hands-on experience in troubleshooting and software issues;
- Experienced driver of vehicles with manual transmission;
- Ability to acquire, analyse and manage information from a variety of sources, and writing skills for drafting accurate reports.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of hardware performance and specifications;
- Understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Ability to conduct analysis based on information, knowledge management and databases;
- Category C driving license.

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

1. Reporting Line:

The Monitor reports to the Head of Field Office, through the Team Leader.

2. Main Tasks and Responsibilities:

- To conduct monitoring activities in full compliance with the Mission's mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the Field Office Area of Responsibility, in line with the Mission's core pillars;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To assist, advise and update the Line Management on critical or emergency events in the Mission's Area of Responsibility/interest that require immediate action/reaction by Line Manager;
- To undertake any other related tasks, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To monitor in accordance with all relevant agreements;
- To monitor, report and analyse the on-going normalisation process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order;
- To monitor, report and analyse the situation of Internally Displaced Persons, Refugees and Returnees;
- To monitor and report on human rights issues and issues related to women, peace and security in accordance with the relevant international conventions, resolutions and EU legislation;
- To liaise with civil society in relation to the Mission's core pillars;
- To monitor the security of transport links, energy infrastructures and public utilities;
- To propose to the Mission HQ, via the Team Leader and Head of Field Office, confidence-building activities and measures;
- To operate the tethered aerostat monitoring system, as required, following basic training;
- To cooperate with all relevant authorities, local and international organisations when instructed by the Team Leader;
- To drive EUMM vehicles with manual and automatic transmission during patrols in rough terrain and on duty trips. (basic instruction on 4x4 driving will be provided);
- 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 in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum 3 years of relevant professional experience in public administration, political science, human rights or humanitarian organisations, the police, military, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experienced driver of vehicles with manual transmission;
- Ability to acquire, analyse and manage information from a variety of sources, and writing skills for drafting accurate reports.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience of working with civil society;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions ("do no harm");
- Experience in working on land ownership issues, land disputes and property law;
- Experience in preparing project proposals and action plans;
- Experience in establishing trust and building relationships with conflict affected women and men;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid etc.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of topographic maps, colours, symbols and scales and handheld Global Positioning System;
- Ability to conduct analysis based on information, knowledge management and databases;
- Category C driving license;
- Any other specialised knowledge or skills, which could be of use for the Mission (e.g. special knowledge on property issues in post-conflict environment, special knowledge on Women, Peace and Security, human rights, irrigation, etc.);
- Knowledge of Russian and/or Georgian language(s).

SECONDED/CONTRACTED POSITIONS

Position Name: Head of Logistics	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. number: GEO AL 01a	Location: Tbilisi	Availability: 12 Jun 2019
Component/Department/Unit: Mission Support Department/Logistics Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Logistics reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Logistics Section;
- To lead logistics and support facility management in a cost efficient approach while ensuring delivery of necessary services to contribute to the objectives of the Mission;
- To advise the Mission on the logistical requirements related to operational decisions within budgetary and time constraints;
- To advise the Senior Mission Security Officer of logistical requirements in relation to Contingency Plans;
- To develop Standard Operating Procedures related to logistics support and facility management;
- To maintain asset registers of all Mission assets ensuring contribution/compliance by all Mission Departments and sub sections such as Communication Information Systems, Security etc.;
- To ensure acceptance/rejection status on goods, inspection reports or discrepancy reports on equipment entering the Mission;
- To liaise with the Procurement Section as necessary in the preparation of tenders with particular reference to the preparation of technical specifications;
- To organise the appropriate storage and rotation of any stock held and also the disposal of same if and when considered appropriate in line with the rules for such disposal;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To administer lease contracts of all rented premises and any other general service related contracts;
- To plan, analyse, design, program and implement all aspects of the supply needs of the Mission;
- To design, develop, with software support, and to implement supply and warehouse management systems, as well as the online Mission supply catalogue;
- To follow the implementation of the Mission Annual Risk Management Plan, to be responsible for identifying, monitoring, categorizing and recording of relevant Supply-related risks;
- To be responsible for the management of contracts relevant to the Supply Section tasks, including acceptance of goods or services, verifying their suitability, checking invoices and recommending actions that may arise due to breach of contract;
- To promote a positive working environment in accordance with EU values.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Assets Management;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Certified training in project management (e.g. PRINCE2, PMP);
- Experience in the implementation of EU procurement processes and regulations;
- Experience with ERP and inventories.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge and understanding of budget processes;
- Working knowledge of logistics planning software;
- Knowledge of Georgian and/or Russian language(s).

Position Name: Head of Facilities Management Unit	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. number: GEO AL 03b	Location: Tbilisi	Availability: 30 Apr 2019
Component/Department/Unit: Mission Support Department/Logistics Section/ Facilities Management Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of Facilities Management Unit reports to the Head of Logistics.

2. Main Tasks and Responsibilities:

- To assist the Head of Logistics in the overall management of engineering, building management and maintenance within the Mission;
- To contribute in the preparation of long and medium-term engineering/construction plans;
- To prepare engineering and construction budget estimates and monitor expenditures;
- To oversee projects implemented by contractors including project development design, preparation of plans, specifications, tender documents and supervision of works;
- To specify system components or direct modification of products to ensure conformance with engineering design and performance specifications;
- To research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles;
- To investigate equipment failures and difficulties to diagnose faulty operation, and to make recommendations to maintenance crew;
- To assist drafters in developing the structural design of products, using drafting tools or computer-assisted design/drafting equipment and software;
- To oversee installation, operation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications;
- To recommend design modifications to eliminate machine or system malfunctions;
- To estimate costs and submit bids for engineering, construction, or extraction projects, and prepare contract documents;
- To coordinate the maintenance and safety procedures, service schedule, and supply of materials required to maintain machines and equipment in the prescribed condition;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To lead, direct and manage the Facilities Management Unit;
- To develop policies and procedures to maintain efficient level of maintenance of Common Security and Defence Policy Mission premises in general, and the installed mechanical and electrical systems;
- To establish, maintain and provide documentation for inspections of all frequently used spaces throughout the Mission premises;
- To be responsible for water, gas, electric, and related timely and accurate supplies;
- To be responsible for drafting, maintaining and implementing the Mission's Maintenance Plan;
- To supervise the Handyman tasks and the Cleaning Services within the HQ including waste service;
- To identify, monitor, categorize and record relevant Facilities Management related risks;
- To be responsible for relevant budget lines and control of related commitments and expenditures;

- To be responsible for the management of contracts relevant to the Office tasks, including acceptance of goods or services, verifying their suitability, and checking invoices;
- 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 in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Transport, Logistics, Engineering or other related field OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years relevant professional experience, out of which a minimum of 3 years of experience in coordination/team leader/management role, in the field of Transport, Logistics, Engineering, Supply Chain Management or other related fields, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Technical awareness with experience of a broad range of maintenance requirements;
- Logical analytical approach to solving problems using sound judgment and decision making methodologies;
- Skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects and activities;
- Ability to perform under stress and in difficult circumstances;
- Ability to mentor and motivate staff;
- Negotiating skills.

6. Desirable Qualifications and Experience:

- International experience in managing support services of international organisations or military operations, particularly in crises areas;
- Experience in planning and implementing projects.

7. Desirable Knowledge, Skills and Abilities:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Familiarity with the use of CAD software and specific logistics planning software;
- Analytical, organizational, planning, and time-management skills;
- Practical knowledge of field operations, contract execution and administration; in-depth understanding of procurement policies, practices and procedures;
- Knowledge of Georgian and/or Russian languages.

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. number: GEO AP 03a	Location: Tbilisi	Availability: 01 Aug 2019
Component/Department/Unit: Mission Support Department/ Procurement Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Procurement Officer reports to the Head of Procurement.

2. Main Tasks and Responsibilities:

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the Head of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures;
- To develop professional relationships and work partnership with European Commission and European External Action Services (CPCC and the Security Department) in the field of procurement for the Mission;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To assist in the development of internal Mission procurement procedures;
- To conduct market research and analysis;
- To conduct filing and archiving;
- 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 in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, in the field of procurement, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Negotiations and project management skills;
- Analytical skills and financial acumen;
- Supply market analysis skills.

6. Desirable Qualifications and Experience:

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in financial management of tendering processes and audits;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge and experience in the use of computer technology, including familiarity with planning-relevant software and applications.

Position Name: Transport Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. number: GEO AT 04b***	Location: Tbilisi	Availability: 30 Apr 2019
Component/Department/Unit: Mission Support Department/ Transport and Travel Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to HoTTS;
- To assist in the effective management of the transport system within the Area of Responsibility (AoR), including liaising with the car rental agencies, monitoring the fleet (bringing up to date and implementing the Fleet Maintenance Programme, damages to the vehicles, road accidents and insurance cover) through the electronically Fleet Management System;
- To identify and monitor the requirement for spare parts, workshop equipment and tools in order to facilitate efficient maintenance as well as performing quality assurance;
- To propose withdrawal of vehicles from service, if they are not considered to be roadworthy;
- To conduct accident damage assessments, processes vehicle accident reports, participates in Boards of Inquiry and raises Damage Discrepancy Reports as required;
- To prepare reports and make recommendations as necessary on various transport matters within her/his area of competence;
- To develop and conduct Mission driving orientation briefings to ensure that all Mission members are adequately familiarised on the road and traffic conditions, traffic rules and regulations pertaining to the Mission area, as well as to provide advice, support and training to Mission staff on transport-related matters and guidelines;
- To maintain a data base for cost-control/analysis, scheduling of services/repairs and ensures tracking of reimbursements of repairs after accidents;
- To provide support on transport related matters to Mission members during trips to the field;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To manage the outsourced vehicle maintenance workshops including technical assessment of the workshop. To prepare contracts and ensure quality control of repairs and maintenance, and the safe condition of the vehicles;
- To liaise with the Mission Support Platform (MSP) in connection with fleet maintenance issues, such as implementation of centralised fleet maintenance plans, update ERP system on locally consumed parts, recording of parts transactions and any other related task as required;
- To arrange vehicles' recovery operations as required;
- To assist in providing driving training, and to perform driving assessments as required;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. number: GEO SE 01a***	Location: Tbilisi	Availability: 30 Apr 2019
Component/Department/Unit: Security and Duty of Care Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Senior Mission Security Officer (SMSO) reports to the Head of Mission (HoM) and liaises closely with the CPCC Security / Duty of Care Office.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Mission's Security and Duty of Care Department, as per the relevant Annex of the OPLAN;
- To monitor and assess the security situation and to provide security analyses, recommendations and advice to the HoM, Senior Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To provide advice and implement measures in order to ensure the security and safety of Mission's members;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To coordinate the drafting of security policies and procedures, related to security issues;
- To be responsible for the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and Six Monthly Reports as appropriate and to ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning and to provide timely advice and guidance to Mission members as required;
- To ensure that comprehensive security induction and other necessary trainings are provided to Mission members;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that Contracted Guard Force complies with ToRs and fulfils the contractual obligations according to the assigned performance standards;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To direct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary;
- To alternate with the Deputy Senior Mission Security Officer (DSMSO), and to be available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen/unexpected security events or incidents;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To ensure that all security and secure communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure that the policy on security clearances for Mission staff is correctly applied;
- To travel to all Mission areas, including High Risk areas, if required;

- To collaborate with and report to CPCC Security / Duty of Care Office on all relevant security related matters and ensure the implementation of their security recommendations;
- To regularly convene the Security Management Team of the Mission;
- To undertake any other tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To contribute to the identification of lessons learned;
- To monitor and assess the security situation, and to provide security analyses, recommendations and reports;
- To ensure that personal security advice is given to Mission members as required;
- To identify staff training needs in security related areas;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 8 years of relevant professional experience acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets, out of which a minimum of 3 years of experience at management level, after having fulfilled the education requirements;
- Civilian driving licence class C.

5. Essential knowledge, skills and abilities:

- Ability to contribute to the development of security policies and procedures;
- Planning, and time-management skills;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- University/Master degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence, International Sciences, Political Sciences or other related studies); AND/OR
- Successful completion of EU Mission Security Officer Certification Course.

7. Desirable knowledge, skills and abilities:

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Knowledge of the Mission area and potential security threats;
- Highly resilient under stress;
- Knowledge of Russian and/or Georgian language(s).

Position Name: Deputy Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. number: GEO SE 011a***	Location: Tbilisi	Availability: 30 Apr 2019
Component/Department/Unit: Security and Duty of Care Department/Security Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To alternate with the Senior Mission Security Officer, and to be available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen / unexpected security events or incidents;
- To assist the Senior Mission Security Officer in the management of the security provider's contract;
- To provide comprehensive reports on all incidents affecting the Mission and Mission staff, and to initiate necessary follow up action with appropriate authorities;
- To travel to all Mission areas, including High Risk areas, if required;
- To promote a positive working environment in accordance with EU values;
- To assist the SMSO in delivering training lectures for MSO course.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 8 years of relevant professional experience, out of which a minimum of 3 years at management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Highly resilient under stress;
- Knowledge of the Mission area and potential security threats;
- Knowledge of Russian and/or Georgian language(s).