

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p>European Union Mission in Georgia (EUMM Georgia) 1-2024 Call for Contributions for Visiting Experts Requirements and Job Descriptions</p>				
Organisation:	European Union Monitoring Mission in Georgia			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (2)</u>			
	GEO VE 01	Human Rights Practitioner with Cultural Heritage Experience – Visiting Expert	Tbilisi	ASAP, for 3 months with the possibility of extension, and non-permanent deployment, before 14 December 2024
Deadline for Applications:	Wednesday, 13 March 2024 at 17:00 (Brussels time)			
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p style="margin-left: 20px;">a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p style="margin-left: 20px;">b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Susanne EVERT cpcc.eummgeorgia@eeas.europa.eu +32 (0)2 584 29 63</p>			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States and Invited Third States (Contributing States) will be considered.

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

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

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

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

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

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State.

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

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

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

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

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

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

II. REQUIREMENTS

II.A Essential Requirements

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

1. Education and Training

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

2. Knowledge

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

3. Skills and abilities

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

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

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

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

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

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

II.B Desirable Requirements

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

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.

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

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

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 Area of Operation of the Mission.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

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

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

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

IV. ADDITIONAL INFORMATION

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

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

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

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

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

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

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

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

V. JOB DESCRIPTIONS

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>

VISITING EXPERTS POSITIONS

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

Timeline of deployment

The deployment is for a 3-months period, with a possibility for extension for another 3 months before 14 December 2024.

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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