

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

**European Union Monitoring Mission in Georgia  
(EUMM Georgia)**  
**1-2026 Call for Contributions**  
Requirements and Job Descriptions

<b>Organisation:</b>	<b>European Union Monitoring Mission in Georgia</b>			
<b>Job location:</b>	<b>As indicated below</b>			
<b>Employment regime:</b>	<b>As indicated below</b>			
	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
<b><u>Seconded (42)</u></b>				
<b>Job titles/ vacancy notice:</b>	GEO HO 10	Information Manager	Tbilisi	04 May 2026
	GEO CE 03	Environmental Adviser	Tbilisi	04 May 2026
	GEO CE 01	Head of Planning and Evaluation Section	Tbilisi	04 May 2026
	GEO BS 03b	BSE-Policy Support Officer	Brussels	04 May 2026
	GEO PR 01	Senior Reporting Officer	Tbilisi	07 Jul 2026
	GEO PP 02	Press and Public Information Officer	Tbilisi	04 May 2026
	GEO PA 02	Political Adviser - CRC post	Tbilisi	04 May 2026
	GEO PA 03	Political Adviser	Tbilisi	20 Jul 2026
	GEO OL 03c	Police Liaison Officer to the MIA and the SSSG/Mission Hotline Holder	Tbilisi	04 May 2026
	GEO OH 02	Mission Hotline Holder	Tbilisi	13 May 2026
	GEO OI 02a	Operations Technical Analyst	Tbilisi	04 May 2026
	GEO AD 01b	Head of Mission Support Department	Tbilisi	04 May 2026
	GEO AF 01c	Head of Finance	Tbilisi	04 May 2026
	GEO AL 01a	Head of Logistics	Tbilisi	04 May 2026
	GEO AL 03b*	Head of Facilities Management Unit	Tbilisi	01 Aug 2026
	GEO SE 17	Mission Security and Duty Officer	Zugdidi	29 Jun 2026
	GEO ZO 03a	Operations Officer	Zugdidi	03 Aug 2026
	GEO ZO 08a	Reporting and Information Officer	Zugdidi	16 Jul 2026
	GEO ZM 20a	Monitor with Additional Maritime Expertise	Zugdidi	11 Aug 2026
	GEO GT 05	Operations Team Leader	Gori/ Mtskheta**	04 May 2026

<b>Job titles/ vacancy notice:</b>	GEO GO 13a	Operations Officer	Gori/ Mtskheta**	04 May 2026
	GEO GO 08a	Reporting and Information Officer	Gori/ Mtskheta**	04 May 2026
	GEO MO 11	Reporting and Information Officer	Gori/ Mtskheta**	10 Aug 2026
	GEO ZM 01	Monitor	Zugdidi	06 Aug 2026
	GEO ZM 04		Zugdidi	11 May 2026
	GEO ZM 22		Zugdidi	17 Aug 2026
	GEO ZM 33		Zugdidi	04 May 2026
	GEO ZM 38		Zugdidi	01 Jun 2026
	GEO ZM 40		Zugdidi	18 May 2026
	GEO GM 04		Gori/ Mtskheta**	21 May 2026
	GEO GM 08		Gori/ Mtskheta**	21 May 2026
	GEO GM 09		Gori/ Mtskheta**	25 May 2026
	GEO GM 14		Gori/ Mtskheta**	20 Jul 2026
	GEO GM 33		Gori/ Mtskheta**	07 May 2026
	GEO GM 34		Gori/ Mtskheta**	30 Jul 2026
	GEO GM 36		Gori/ Mtskheta**	04 May 2026
	GEO GM 38		Gori/ Mtskheta**	04 May 2026
	GEO GM 58		Gori/ Mtskheta**	20 Aug 2026
	GEO GM 65		Gori/ Mtskheta**	07 May 2026
	GEO MM 01		Gori/ Mtskheta**	04 May 2026
	GEO MM 18		Gori/ Mtskheta**	08 Jun 2026
	GEO MM 23		Gori/ Mtskheta**	11 Aug 2026
<b><u>Seconded/Contracted (2)</u></b>				
<b>Deadline for applications:</b>	GEO AT 01d	Head of Transport	Tbilisi	04 May 2026
	GEO SM 01	Medical Adviser	Tbilisi	04 May 2026
<b>Tuesday, 17 February 2026, at 17:00 (Brussels time)</b>				

<b>Applications must be submitted to:</b>	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) You do not have a Goalkeeper account or an EU Login: <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b>Please note:</b> Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</p>
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p><b>Ms Susanne EVERT</b>  <b>CivOpsHQ-HR-EUMM-Georgia@eeas.europa.eu</b>  <b>+32 (0)2 584 29 63</b></p>

\*Availability of post is subject to end of mission confirmation.

\*\*Exact deployment location is pending confirmation.

Please note that the Country Threat Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

#### **Low/Moderate/Significant Threat Non-Family Mission**

EUMM Georgia bears a Low/Moderate/Significant Threat Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility.

**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 ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

**Contracted personnel** – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and that there is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

#### *Specificities for high or critical threat missions*

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission ("cooling off period") at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve month deployment, will not be eligible.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of duty/contract period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

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

## **I. GENERAL CONDITIONS**

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

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

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

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

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

## II. REQUIREMENTS

### II.A Essential requirements

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

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

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

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

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

### Skills and abilities

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

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

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

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

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

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

## **II.B Desirable requirements**

**Knowledge of the Mission area** – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

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

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

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

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

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

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

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

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

**Required Personnel Security Clearance (PSC) or Certificate of Good Conduct** – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called **Certificate of Good Conduct**).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate

has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCL will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

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

**Medical certificate** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

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

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

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

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

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

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

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

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

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

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

**Training** – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learnings>.

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

**Data protection** – The EEAS/CivOpsHQ processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended.)

The Privacy Statement is available on the EEAS website.

## **V. JOB DESCRIPTIONS**

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

## **SECONDED POSITIONS**

<b>Position Name:</b> Information Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO HO 10	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> NO

### **1. Reporting Line:**

The Information Manager reports to the Chief of Staff.

### **2. Main Tasks and Responsibilities:**

- To ensure the security and dissemination of sensitive information is handled by the Mission in accordance with existing instructions in close cooperation with the Mission Security and Communications and Information Section;
- To ensure the establishment, development and management of the Mission's information flow and structure in support of the operational, reporting and administrative requirements of the Mission;
- To act as the Mission Document Management Officer and assume coordination/verification tasks related to management, storage and transfer of all official documents produced and circulated during the life cycle of the Mission;
- To supervise and manage the physical archiving processes and related advisory services;
- To work closely with relevant departments to ensure information, reporting and analysis requirements are factored into the continuous development of information management tools;
- To identify Mission information exchange requirements and contribute to information and knowledge sharing focusing on the development of common situational awareness with the Mission's chain of command and other EU actors;
- To ensure the continued development and supervision of the Mission's Document Management System in coordination with all departments and sections/units in accordance with Civilian Operations Headquarters' guidelines and the Mission Standard Operating Procedures;
- To structure information flows in line with functional generational analytical products in support of the operational, security and reporting needs of the Mission;
- To support the Mission Geographic Information System elements;
- To advise on the information management of intranet-based administration modules;
- To revise and update Standard Operating Procedures on Information/Data Management/Records Documents;
- To supervise the registry of Mission's official documents (Filing Plan) including annual revisions of stored data.

### **3. General Tasks and Responsibilities**

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

### **4. Essential Qualifications and Experience:**

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

Degree OR equivalent and attested military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Information Management Solutions/System, Integrated Data Management, Project Management, Archiving or other relevant field;

AND

- A minimum of 4 years of relevant professional experience in the field of project/information management, archiving, document management, records management, integrated data 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 develop policies and procedures to comply with legislation and good practice;
- Knowledge of Information Management Solutions/and or System, Geographic Information System products.
- 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:**

- Knowledge of EEAS Security Regulations, Data Protection Legislation, and Council Archives and records management standards.
- Experience of EU information security management requirements.
- International experience, working with people from diverse backgrounds;
- Strong knowledge of Microsoft 365 (especially Excel) and Power BI as well as other data evaluation and visualisation tools.

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

- Russian and/or Georgian Language.

<b>Position Name:</b> Environmental Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO CE 03	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

**1. Reporting Line:**

The Environmental Adviser reports to the Chief of Staff.

**2. Main Tasks and Responsibilities:**

- To act as the Mission focal point for environmental and climate issues;
- To provide advice to the Head of Mission and Mission management on the implementation of the EU policy on environment and climate within the Mission mandate;
- To assist in the operationalisation and integration of climate and environment perspectives and mainstreaming issues within the Mission;
- To provide ad hoc advice on technical and managerial solutions to improve the Mission environmental performance;
- To raise awareness and provide training on environmental and climate issues;
- To support the development of environmental and climate analysis related to the implementation of the Mission mandate including policy development, duty of care aspects, security analysis, Mission footprint and environmental health issues etc.;
- To establish mechanisms for monitoring, implementing and evaluating EU and international instruments for environment and climate including deliverables on the “EU Green Deal” and the “EU Climate Law”;
- To carry out analysis on the nexus of security, climate and environmental situation in the host state and potential implications on the Mission mandate;
- To advise on the development and content of strategic communications with regard to climate and environmental dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures aiming at integrating climate and environmental perspective;
- To liaise with the local and international entities involved in the promotion of environmental sustainability;
- To ensure Mission management and Mission members are up to date on sustainability, environmental considerations and climate smart approaches;
- To establish long-term working relationships with environmental organisations in line with the Sustainable Development Goals’ agenda.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of environmental health, environmental science, natural resources management, sustainability approaches or other related field;  
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the

education requirements.

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

- Ability to conduct environmental assessments and analyses;
- Ability to provide advice based on sustainable environmental approaches and climate smart solutions;
- Capacity building skills;
- Knowledge of the Sustainable Development Goals and the Paris Agreement content and their applications.

**6. Desirable Qualifications and Experience:**

- Knowledge of climate footprint analysis, green engineering, environmental management systems, environmental assessments etc.;
- Technical knowledge on environmental and climate mitigation/adaptation;
- International experience, particularly in crisis areas with multinational and international organisations working with people from diverse backgrounds.

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

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

<b>Position Name:</b> Head of Planning and Evaluation Section	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO CE 01	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> CoS Office/ Planning and Evaluation Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Head of Planning & Evaluation Section reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Section, to produce the Mission's operational planning, benchmarking reporting, relevant analysis and evaluation requirements;
- To coordinate the Strategic Review of the Mission's mandate including coordinating the Operational Assessment and revising the Mission's Operational Plan and the Mission Implementation Plan;
- To compile, ensure consistency and update the Mission Implementation Plan in coordination with the Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To coordinate the Mission Information Collection Plan (MICP) and the work of the various MICP meeting formats;
- Contribute to the Mission's monthly, six-monthly and special reports where appropriate;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the Mission operational and cooperation/coordination functions;
- To coordinate, develop and implement (baseline) surveys, monitoring and evaluation exercises (including Lessons Learned exercises and After-Action Reviews) for assessing the impact of Mission activities.
- To supervise and support the analysis and drafting of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

AND

- A minimum of 6 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 2 years at coordination/management level.

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

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

**6. Desirable Qualifications and Experience:**

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in the area of knowledge management, organisational learning or policy development;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Strong knowledge of Microsoft 365 (especially Excel) and Power BI as well as other useful data evaluation and visualisation tools.

<b>Position Name:</b> Brussels Support Element (BSE) Policy Support Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO BS 03a	<b>Location:</b> Brussels	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Chief of Staff Office/CivOpsHQ	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

## 1. Reporting Line

The Brussels Support Element (BSE) Policy Support Officer reports to the Chief of Staff and functionally supports and works with the Conduct of Operations Division, Civilian Operations Headquarters (CivOpsHQ).

## 2. Main Tasks and Responsibilities:

- To liaise and maintain close coordination between the Mission and CivOpsHQ, the European Union External Action Service and EU Member States;
- To follow and coordinate political developments of interest to the Mission with EU institutions and interlocutors in close cooperation with the CivOpsHQ Desk;
- To provide analysis on the Mission mandate implementation;
- To inform and advise CivOpsHQ on relevant aspects of Mission operations;
- To contribute to reporting, drafting and planning of Mission documents;
- To support CivOpsHQ Operations desk and contribute to briefings, reports, meetings, read-outs, and notes etc.;
- To contribute to CivOpsHQ presentations to Brussels-based working groups and other actors;
- To support Mission visits to Brussels, EU capital's and vice versa;
- To be embedded within Civilian Operations Headquarters (CivOpsHQ);
- To visit the Mission area of operations regularly.

## 3. General Tasks and Responsibilities:

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

## 4. Essential Qualifications and Experience:

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

## 5. Essential Knowledge, Skills and Abilities:

- Analytical and reporting skills;
- Networking skills;

## 6. Desirable Qualifications and Experience:

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

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

- Knowledge of international actors in the field of crisis management;
- Knowledge of issues related to CSDP Missions;
- Excellent interpersonal and communication skills;
- Proven skills and experience in the handling, processing and analysis of information from various sources;
- Ability to remain flexible, adapt quickly, prioritise, and to work within limited time frames;
- Prioritisation skills;
- Excellent drafting skills in English.
- Good knowledge of the region's history, culture and politics;
- Ability to use own initiative when working individually as well as being a member of a team in a multi-national environment;
- Knowledge of Russian and/or Georgian language(s);
- Knowledge of French language.

<b>Position Name:</b> Senior Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO PR 01	<b>Location:</b> Tbilisi	<b>Availability:</b> 07 Jul 2026
<b>Component/Department/Unit:</b> Political, Analysis, Reporting and Communications Department/ Reporting Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To coordinate the activities of the Reporting Section, including ensuring a good division of tasks, staff availability as well as good collaboration and work environment;
- Keep abreast of mandate-relevant operational and political developments and trends;
- Produce timely and accurate periodic, special and ad-hoc reports regarding the mandate-relevant operational and political developments and trends;
- Maintain good working relationship, communication and collaboration with Reporting and Information Officers in the Mission's three Field Offices;
- To provide ad interim / remote support to the reporting function of the Mission in another location, if and when operationally required;
- To ensure quality control by reviewing and editing products by the Reporting Section;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Field Offices, Mission departments and open sources against benchmarking;
- To prepare, review and deliver presentations and briefings to internal and external audiences;
- To contribute to the compilation the Mission's inputs to the Incident Prevention and Response Mechanism (IPRM) meetings and to the Geneva International Discussions (GID);
- To mentor and guide colleagues in the Reporting Section, including providing constructive feedback, and provide input to the Department management for performance reviews;
- To act as the main focal point to ensure adherence to and development of the EUMM Reporting Guidelines, including taking the lead in providing guidance, feedback and capacity building to HQ and Field Office colleagues;
- To take part in developing the Mission's information/data management, analysis and reporting practices, also in relation to further developing and improving the analytical take in the Mission's reporting products;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP).

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

framework of qualifications of the European Higher Education Area, e.g. Master's Degree;  
AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Drafting and editing skills;
- Political awareness and sound judgement;
- Analytical capability and profound knowledge of information collection and analytical methods;
- Communication and presentation skills;
- Interpersonal skills;
- Time management, and ability to prioritise multiple tasks and to delegate;
- Ability to work as a member of a team.

**6. Desirable Qualifications and Experience:**

- Ability to work independently and to take initiatives;
- Experience in positions with coordination responsibility and/or leading teams;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

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

<b>Position Name:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO PP 02	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Chief of Staff Office/ Political, Analysis, Reporting and Communications Department/ Press and Public Information Section (PPIS)	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Press and Public Information Officer reports to the Head of Press and Public Information Section (HoPPIS).

### 2. Main Tasks and Responsibilities:

- To contribute to the implementation of the Mission Strategic Communications Plan;
- To deputise in the absence of the Head of Press and Public Information Section;
- To contribute to the development and maintenance of an effective Mission website and social media accounts in line with best practices and latest trends in the field of digital communications, including the production of video content, infographics and factsheets;
- To act as project manager for outreach activities;
- To draft press releases, public statements, lines to take, social media copy and other public information products;
- To draft inputs for regular reports;
- To support the HoPPIS in furthering strong relations with local and EU media, including through timely answers to media queries, pro-active identification of media opportunities, successful coordination with Field Offices around public outreach events, and the provision of politically sound advice on media engagement;
- To organise and conduct press conferences, media briefings and other media events, and coordinate the arrangements for press visits to the area of operations;
- To assist in ensuring appropriate media coverage of high-level visits;
- To coordinate with the press offices of other EU actors in the host state, the EEAS Spokesperson's service and CivOpsHQ Strategic Communications;
- To manage contracts with external service providers, including during the tender phase, in close coordination with relevant departments.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position Name:</b> Political Adviser / CRC Member	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO PA 02	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Political, Analysis, Reporting and Communications Department/ Political Advice Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### **1. Reporting Line:**

The Political Adviser reports to the Head of Political, Analysis, Reporting and Communications Department (PARC). This post is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

### **2. Main Tasks and Responsibilities:**

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the EU Delegation and the EU Special Representative;
- To interact with external local and international actors, as appropriate, under the direction of the Head of PARC Department, following relevant HoM/DHoM guidance;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To participate in regular exchanges of information with Political Advisers in other civilian CSDP mission as appropriate;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as alternate Mission spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required.

#### **3.1 General Tasks and Responsibilities:**

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

#### **3.2 Core Responsiveness Capacity Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

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

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

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations.
- Knowledge of the regional security environment, including South Caucasus, Eastern Europe and Russia

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

- Knowledge of Georgian or Russian language.

<b>Position Name:</b> Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO PA 03	<b>Location:</b> Tbilisi	<b>Availability:</b> 20 Jul 2026
<b>Component/Department/Unit:</b> Political, Analysis, Reporting and Communications Department/ Political Advice Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### **1. Reporting Line:**

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

### **2. Main Tasks and Responsibilities:**

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the EU Delegation and the EU Special Representative;
- To interact with external local and international actors, as appropriate, under the direction of the Head of PARC Department, following relevant HoM/DHoM guidance;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To participate in regular exchanges of information with Political Advisers in other civilian CSDP mission as appropriate;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as alternate Mission spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required.

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

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

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

- Drafting and presentation skills;

- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;
- Knowledge of Russian language.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the regional security environment, including South Caucasus, Eastern Europe and Russia.

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

- Knowledge of Georgian language.

<b>Position Name:</b> Police Liaison Officer to the MIA and the SSSG/Mission Hotline Holder	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO OL 03d	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Operations Department Tbilisi Component / Confidence Building Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

#### 1. Reporting Line:

The Police Liaison Officer to the Ministry of Internal Affairs (MIA) and the State Security Service (SSSG) of Georgia /Mission Hotline Holder

#### 2. Main Tasks and Responsibilities:

- To monitor, analyse and report on activities of the and the State Security Service (SSSG) of Georgia and the Ministry of Internal Affairs (MIA) as well as preparing and attending regular meetings;
- To act as first point of contact and to facilitate the flow of information between the Mission and the Georgian SSSG and MIA;
- To advise EUMM staff in Field Offices (FOs) on law enforcement matters and to conduct trainings as required;
- To coordinate police liaison activities of the EUMM Field Offices with MIA and SSSG authorities;
- To maintain working relationships with other international law enforcement and security sector actors in the GEO theatre, particularly with EU agencies and Tbilisi-based embassies;
- To provide strategic, substantive and technical advice to the HoM and/or Senior Management on all policing, law enforcement and security sector matters related to the implementation of the Mission's Mandate;
- To manage Previously Announced Visits by the Mission to the Georgian MIA and SSSG facilities in accordance with the Technical Arrangements between the institutions and the Mission, and to address possible infringement;
- To act as back-up EUMM Hotline Holder, liaising with counterparts from the SSSG and the occupied breakaway regions as appropriate;
- To maintain and update the Hotline Log database and dashboard, produce statistics and analytical summaries as requested;
- To analyse Hotline activations, identify patterns, and provide situational overviews and modus operandi;
- To provide support to the position of Military Liaison Officer to the Ministry of Defense (MoD) as required;
- To draft reports, briefings, analytical documents, planning materials, and operational instructions.

#### 3. General Tasks and Responsibilities:

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

#### 4. Essential Qualifications and Experience:

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

European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area (e.g. Bachelor's Degree) OR equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Police, Law Enforcement, or Security Sector matters;

AND

- A minimum of 5 years of relevant professional experience after having fulfilled the education requirements.

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

- Proactive approach and ability to interact within an international environment.
- Ability to establish diplomatic relations with government officials.
- Ability to provide succinct and accurate analysis.
- Excellent oral and influencing skills, with the ability to give clear advice/instructions on issues.
- Ability to acquire and analyse useful information from a variety of sources and good writing skills for drafting accurate reports.
- Research and analytical skills, and knowledge of information collection and analytical methods.
- Ability to handle sensitive matters and follow trends in the administration of diverse programs.
- Fluency in Russian language.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations.
- Professional experience in mid-ranking posts in Police or Law Enforcement, or equivalent experience in liaising with police, military, or governmental structures.
- Previous field experience in international organisations (EU, OSCE, UN etc.), preferably at liaison functions or at attaché positions.

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

- Ability to prioritise and manage a demanding workload;
- Strong 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.

<b>Position Name:</b> Mission Hotline Holder	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO OH 02	<b>Location:</b> Tbilisi	<b>Availability:</b> 13 May 2026
<b>Component/Department/Unit:</b> Operations Department Tbilisi Component / Confidence Building Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Mission Hotline Holder reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To act as EUMM Hotline Holder on a twenty-four/seven basis;
- To liaise with counterparts from the State Security Service of Georgia on a twenty-four/seven basis as appropriate;
- To liaise with the Hotline Holders in the breakaway regions on a twenty-four/seven basis;
- To monitor and liaise with the State Security Service of Georgia and Ministry of Internal Affairs in regard to the functionality of the Hotline Mechanism and other relevant arrangements;
- To update and maintain the Hotline Log, the Hotline database, the Hotline Dashboard, and to produce statistics as requested;
- To analyses the Hotline activations and provide common pictures and modus operandi;
- To provide Hotline inputs to the Mission's internal and external meetings, and to proactively keep the Mission's senior management informed and updated;
- To interact regularly with EUMM Field Offices, including through visits, and to provide advice to EUMM staff on Hotline matters.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;  
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Proactive approach, and the ability to interact within an international environment;
- Ability to establish diplomatic relations with government officials;
- Ability to handle sensitive matters, and to follow trends in the administration of diverse programs;
- Fluency in Russian language.

**6. Desirable Qualifications and Experience:**

- Professional experience in liaising with police, military or governmental structures;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Knowledge of Georgian language;
- Analytical skills.

<b>Position Name:</b> Operations Technical Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO OI 02a	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Operations Department/ Tbilisi Component/Technical Support Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Operations Technical Analyst reports to the Head of Operations (HoOps).

### 2. Main Tasks and Responsibilities:

- To store, manage and update the Mission operational findings from a variety of sources, including ground-based patrols, various sensor types, satellite imagery, open source findings and technical monitoring tools deployed in the Mission area;
- To process and enhance imagery and operational data as required for analysis;
- To advise Operations Management on technical information management and maintaining geographical information, imagery analysis and operational findings;
- To prepare technical analysis reports to assess short and long term trends based on collected data;
- To contribute to the production of reports as requested by HoOps;
- To support and to deputise for the Geographical Information System Officer during his/her absence;
- To supply technical advice to the Mission's Procurement section on technical monitoring tools, information collection, storage, retrieval and analysis products and/or services, and to participate, as appropriate, in relevant procurement processes;
- To design and conduct training to Mission staff concerning technical analysis and information management.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank;  
AND
- A minimum of 5 years of relevant professional experience in technical data analysis, imagery analysis, geographical information analysis, intelligence or similar related area in the security, defence, humanitarian or peacekeeping fields, after having fulfilled the education requirements.

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

- Working knowledge of GIS software;
- Understanding of, and experience in, analytical applications and software (Excel, Power BI etc.);

- Knowledge of different data collection tools (satellite imagery etc.);
- Ability to brief complex plans comprehensively, accurately and coherently;
- Prioritisation and workload management skills in a time-pressured environment;
- Analytical, organisational, planning, and time-management skills.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations working with people from diverse backgrounds;
- Official Certification in IMINT and/or GEOINT analysis;
- Experience of digital imagery processing and analysis using optical and/or non-optical sensors.

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

- Russian and/or Georgian Language.

<b>Position Name:</b> Head of Mission Support Department	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO AD 01b	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Head of Mission / Mission Support Department	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Head of Mission Support Department (HoMSD) is administratively line managed by the Chief of Staff. The HoMSD reports directly to the Head of Mission on all financial aspects and budget implementation.

### 2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission on all administrative and general support issues;
- To lead, manage and coordinate the Mission Support Function in all areas of activity;
- To ensure all Mission Support functions and operational sections work in a coordinated and cohesive manner to support the Mission mandate, Implementation Plan and tasks as directed by Head of Mission;
- To be responsible for the implementation of the budget in accordance with the financial regulations related to the EU General Budget and rules and the Mission internal guidelines;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions, including data management and the provision of supporting documentation related to expenditure;
- To monitor financial and administrative operations of the Mission and prepare reports, figures, statistics, inventories and analysis of current and future requirements;
- To coordinate strategic Mission Support matters with internal and external relevant EU counterparts;
- To coordinate the Mission Management Information System function;
- To follow internal and external developments related to the Mission goals and brief the Head of Mission on administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts related to acquisition and maintenance/service contracts and insurance issues;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To propose operational and management decisions that have the objective to increase the efficiency of the Mission;
- To limit financial risk by evaluating the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To support and lead streamlining processes of Mission Support procedures in line with Common Security Defence Policy including implementation of common systems.
- To liaise with the Civilian Operations Headquarters (CivOpsHQ) and Foreign Policy Instrument (FPI);
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To ensure the integration of environmental and climate considerations into all areas of activity of the Mission Support functions, and to promote sustainable practices aligned with EU policy on environment and climate;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;

- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

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

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

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

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

- Knowledge of EU financial management and EU procurement rules;
- Professional experience, including at coordination/management level, preferably in Finance, Procurement, Logistics with knowledge of IT Project Management or similar technical CIS background;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Experience in planning complex projects, monitoring, evaluation and reporting;
- International experience, particularly in crisis areas with multinational and international organisations.

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

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

<b>Position Name:</b> Head of Finance	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO AF 01c	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Mission Support Department/Finance Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Head of Finance reports to the Head of Mission Support Department (HoMSD).

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Finance Unit;
- To ensure sound and effective financial management of the Common Security Defence Policy Mission and the development of internal policies and procedures for finance;
- To define procedures for accounts, payments, petty cash, claims and other financial functions in a multicurrency system;
- To approve financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financial reporting;
- To limit financial risk by taking action and evaluate the local banking infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the relevant supervising authorities and all other relevant actors;
- To ensure that external audits are carried out and their recommendations implemented;
- To coordinate the preparations for the Missions' periodical budget, and liaise with the Civilian Operations Headquarters (CivOpsHQ) and Foreign Policy Instrument (FPI);
- To identify goods and services required to improve the efficiency of the unit and define the technical requirements for procurement;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects, including physical and electronic security of funds, and active, archived documents and transactions;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g.

Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software.

**6. Desirable Qualifications and Experience:**

- University and/or Master's degree in Economics/Finance/Banking/Accounting and/or specialised training/course in finance/accounting or other related or relevant field;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

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

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

<b>Position Name:</b> Head of Logistics	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO AL 01a	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Mission Support Department/Logistics Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead and manage the Logistics Section, including Asset Management and coordinate Facilities Management Unit;
- To support transportation and services management to ensure delivery of services;
- To plan for and administer the budget lines within the area of responsibility of the Logistics Section;
- To administer the contracts within the area of responsibility, draft technical specifications for procurement actions, identify future needs and maintain continuity;
- To advise the Mission on logistical requirements in line with operational decisions within budgetary and time constraints;
- To maintain up to date Standard Operating Procedures related to logistics, warehouse and asset management ;
- To maintain the asset registry of all Mission assets with the support and contribution of relevant Mission units;
- To organise the storage and rotation of stock and disposal as appropriate in line with disposal rules and regulations;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To identify and promote opportunities for sustainable practices within the unit, including optimizing resource use, reducing waste, mitigating emissions and enhancing the sustainability of logistics management;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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 (the qualification should be in any of the fields of Transport, Logistics,

Engineering, Administration or other related field) OR equivalent and attested police and/or military education or training or an award of an equivalent rank;

AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Knowledge of current Warehousing technology and Supply Chain Management;
- Ability to develop solutions and to adapt to new and emerging technologies;

**6. Desirable Qualifications and Experience:**

- Master's Degree in management, business administration, engineering, international/national certificate/diploma in management/leadership or other related field;
- Knowledge of Enterprise Resource Planning (ERP) Systems;
- International experience, particularly in crisis areas, with multinational and international organisations.

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

- Understanding of budget processes;
- Knowledge of Russian and/or Georgian language(s).

<b>Position Name:</b> Head of Facilities Management Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO AL 03b*	<b>Location:</b> Tbilisi	<b>Availability:</b> 01 Aug 2026
<b>Component/Department/Unit:</b> Mission Support Department/Logistics Section/ Facilities Management Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the Facilities Management Unit;
- To ensure the effective management of engineering, building management and maintenance within the Mission;
- To contribute to the long and medium term engineering/construction planning;
- To prepare engineering and construction budget estimates and monitor expenditures;
- Contract management, including preparation of technical specifications, terms of references, bill of quantities, technical drawings, other tender documents as required. Participation in bid evaluation, site inspections, on-site supervision of works and management of service, supply and works contracts;
- To administer lease contracts of all rented premises;
- To research, design, evaluate, install, operate, and maintain mechanical and electrical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles;
- To investigate equipment failures/difficulties, diagnose faulty operations and make recommendations for maintenance;
- To assist in drafting structural design of products, using drafting tools or computer-assisted design/drafting equipment and software;
- To recommend modifications to eliminate machine or system malfunctions;
- To coordinate maintenance and health and safety procedures, service schedules and supply of materials required to maintain machines and equipment.
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

Degree. The qualification should be in any of the fields of Engineering, Architecture, Logistics, 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 Facilities Management, Engineering, Architecture, Logistics, 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, particularly in crisis areas with multinational and international organisations;
- Extensive experience in applying and working with international standards, including ISO 41012:2017 (Facility Management), ISO 45001:2018 (Occupational Health and Safety Management) and ISO 14001:2015 (Environmental Management Systems);
- 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 CAD software, including AutoCAD and ArchiCAD;
- Practical knowledge of field operations, contract execution and administration;
- Understanding of procurement and finance policies, practices and procedures;
- Knowledge of Georgian and/or Russian languages.

<b>Position Name:</b> Mission Security & Duty Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO SE 17	<b>Location:</b> Zugdidi	<b>Availability:</b> 29 Jun 2026
<b>Component/Department/Unit:</b> Security and Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Mission Security & Duty Officer (MSDO) reports to the Senior Mission Security Officer. During an active Watchkeeping duty, the functional tasking and control will be conducted by the Field Office Operations Section.

### 2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To staff the WKC room in the FO and ensure an uninterrupted flow of information to and from the Field Offices and the MHQ using all means of communication;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
  - To effectively monitor the location and movement of all Mission members deployed in the Field Office (FO) AoR;
  - To ensure the collection, analysis, distribution and archiving of incoming security and operational reports and all other information sources;
  - To monitor the media/open sources and distribute relevant information in contribution to the situational awareness of the Mission;
  - To elaborate with FO's in-depth planning and execution of operations;
  - To support the preparation and disseminate situation summaries for the FO in a timely manner;
  - To review incoming messages and alerts, establish the level of urgency and inform relevant Mission Members accordingly;
  - To identify the need for follow up actions on information received and ensure they are taken expeditiously;
  - To ensure accurate registration of all activities particularly relating to incidents;
  - To alert and inform key FO operations and security personnel of important developments;
  - To provide trainings, briefings, presentations and exercises to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
  - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
- In the absence of Mission Security Officer, to liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
- In the absence of Mission Security Officer, to act as Field Office Advisor on Occupational Health & Safety (OHS) and Fire Safety matters;
- To travel to all Mission areas including high-risk areas as required.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality, human rights aspects and environmental sustainability in the execution of tasks;

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

**4. Essential Qualifications and Experience:**

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

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

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

**6. Desirable Qualifications and Experience:**

- Valid license for armoured vehicles or C or C1 Driving license;
- International experience, particularly in crisis areas with multinational and international organisations;
- Occupational Health & Safety and Fire Safety qualification.

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

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

<b>Position Name:</b> Operations Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO ZO 03a GEO GO 13a	<b>Location:</b> Zugdidi Gori/Mtskheta**	<b>Availability:</b> 03 Aug 2026 04 May 2026
<b>Component/Department/Unit:</b> Operations Department/ Field Offices Zugdidi and Gori	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Operations Officer reports to the Operations Team Leader.

### 2. Main Tasks and Responsibilities:

- To plan, task and oversee the implementation of all Field Office (FO) patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow through the FO by briefing staff and compiling reports so that all FO personnel are kept informed and updated on events;
- To handle incidents and events in the Area of Responsibility as a member of the FO Security Management Team;
- To suggest amendments to Mission HQ Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities in the FO;
- To plan visits of external official visitors to the FO, and to conduct external activities;
- To conduct quantitative and qualitative analysis of inputs originating from the Field Office's operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission, through the chain of command, to the Mission's operational headquarters;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To support and contribute to the collection of the Mission's lessons learned, originating from, and having an effect on, Common Security and Defence Policy activities, from operational and tactical levels of planning and conduct.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position Name:</b> Reporting and Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO GO 08a GEO ZO 08a GEO MO 11	<b>Location:</b> Gori/Mtskheta** Zugdidi Mtskheta/Gori**	<b>Availability:</b> 04 May 2026 16 Jul 2026 10 Aug 2026
<b>Component/Department/Unit:</b> Operations Department/ Field Offices Gori, Zugdidi and Mtskheta / Reporting and Analysis Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

**1. Reporting Line:**

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

**2. Main Tasks and Responsibilities:**

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

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position Name:</b> Monitor with Additional Maritime Expertise	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO ZM 20a	<b>Location:</b> Zugdidi	<b>Availability:</b> 11 Aug 2026
<b>Component/Department/Unit:</b> Operations Department/Field Office Zugdidi	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Monitor with Additional Maritime Expertise reports to the Monitoring Team Leader (MTL).

### 2. Main Tasks and Responsibilities:

- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on issues pertaining to the situation in the Field Office Area of Responsibility, particularly in relation to the Black Sea, in line with the various components of the Mission mandate;
- To maintain situational awareness of developments in the Black Sea area, ensure early warning capability, especially in terms of destabilising factors in so far as they relate to the Mission mandate and report accordingly;
- To contribute to the production of accurate and objective reports and to make recommendations for improvement, as necessary;
- To monitor and report on human rights, gender, environment and climate issues relevant for the Mission mandate;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To assist, advise and update on critical or emergency incidents/events in the areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To provide input in the training of Mission Members based on the specific expertise and qualifications as required.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position Name:</b> Operations Team Leader	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO GT 05	<b>Location:</b> Gori/Mtskheta**	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Operations Department/ Field Office Gori/Mtskheta/ Operations Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the Field Office (FO) Operations Team, including the FO Watchkeeping Capacity;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To conduct quantitative and qualitative analysis of the operational activities, in particular progress and/or lack of progress, including updating of the MIP;
- To elaborate timely and accurate, periodic ad-hoc reports, as well as written reports as requested;
- To oversee the planning, tasking and implementation of team's activities and the allocation of resources for the completion of the operational objectives;
- To co-ordinate training activities, as applicable;
- To facilitate the communication and brief the team regularly to keep them informed and updated on ongoing developments;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To maintain and update relevant Standard Operating Procedures;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. Mission Specific Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's

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

AND

- A minimum 6 years of relevant professional experience, after having fulfilled the education requirements.

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

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

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position Name:</b> Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> See page 1&2	<b>Location:</b> Zugdidi/Gori/Mtskheta	<b>Availability:</b> See page 1&2
<b>Component/Department/Unit:</b> Operations Department/Field Offices Zugdidi, Gori & Mtskheta	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

**1. Reporting Line:**

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

**2. Main Tasks and Responsibilities:**

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

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

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

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

**6. Desirable Qualifications and Experience:**

- Experience of working with civil society;

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

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

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

## **SECONDED/CONTRACTED POSITIONS**

<b>Position Name:</b> Head of Transport	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management level (MSML)
<b>Ref. Number:</b> GEO AT 01d	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Mission Support Department/Transport Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### **1. Reporting Line:**

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

### **2. Main Tasks and Responsibilities:**

- To lead, manage and coordinate the work and staff of the Transport Section;
- To be responsible for managing the Mission transportation and advise senior management on fleet and transport related matters;
- To manage the budget of the section;
- To maintain and further develop a fleet management system incorporating vehicle usage, mileage, fuel consumption, maintenance, damages/repair of vehicles, road accidents and insurance cover;
- To establish a management system for the coordination/supervision of storage, allocation, distribution, consumption and future needs;
- To provide advice, support and training on transport related matters to Mission members;
- To ensure the necessary storage, distribution and allocation of vehicles and associated equipment to Mission members;
- To be responsible for the efficient execution of contracts related to acquisition, maintenance/services, repair and vehicle insurance;
- To identify supplies/services for future vehicles and define requirements and costs;
- To participate in the procurement process for vehicle supplies and services;
- To be responsible for the maintenance and implementation of contracts for taxi services, ground transportation and freight forwarding;
- To ensure effective management of transport databases, inventories and lists of equipment;
- To develop and implement measures aimed at reducing the environmental impact of the Mission fleet operation;
- Identify and promote opportunities for sustainable practices within the unit, including optimizing resource use, reducing waste, mitigating emissions and enhancing the sustainability of fleet and transport management;
- To develop internal guidelines and Standard Operating Procedures in the area of responsibility;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### **3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account gender equality, human rights aspects and environmental sustainability in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in the field of Mechanical Engineering, Transportation, Logistics or other related field), OR equivalent and attested police and/or military education or training or an award of an equivalent rank;  
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the educational requirements, out of which a minimum of 2 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Awareness of product and services markets and industrial business networks.

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

- Experience in the implementation of EU procurement processes and regulations;
- Knowledge of current technologies used for fleet management, logistics, supply chain management, asset management, inventories like an enterprise resource planning (ERP) System;
- Knowledge of Sustainable fleet management practices;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

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

<b>Position Name:</b> Medical Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management level (MSML)
<b>Ref. Number:</b> GEO SM 01	<b>Location:</b> Tbilisi	<b>Availability:</b> 04 May 2026
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Medical Section	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Medical Adviser reports to the Senior Mission Security Officer (SMSO) on daily administrative and operational matters and advises directly the Head of Mission on all medical matters and welfare issues related to personnel.

### 2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission and the Senior Mission Security Officer on all medical/welfare matters;
- To act as focal point for the Peer Support programme;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to plans and policies on all medical issues/health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission members especially with regards to operational planning; decision making processes and resulting orders and documents;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if Mission members are in need of (advanced) medical treatment due to illness or an emergency, in close cooperation with the medical practitioner in attendance;
- To coordinate and monitor the medical evacuation of staff as per Contingency Plans and SOPs, in close cooperation with healthcare providers and the Mission insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To coordinate and perform Medical Briefings and First Aid Trainings, besides other medical training as required for all Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- Ensure effective management of contracts aligned with their professional area.

### 3. General Tasks and Responsibilities:

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

**4. Essential Qualifications and Experience:**

- Completion of a full course of university studies attested by a degree in Medicine (Medical Doctor) from a recognised Medical School;
  - Post graduate training in one of the clinical medical specialities e.g. Occupational Health, General Practice or Internal Medicine;
  - To have a current license to practice medicine in Europe from a recognised Medical School;
- AND
- A minimum of 4 years relevant clinical experience, out of which 2 years at management level or in the field of medical planning and administrative procedures, after fulfilling the educational requirements;
  - Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

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

- Knowledge in drafting Standing Operational Procedures, medical planning documents, and decisions notes;
- Extensive knowledge of emergency medicine;
- Highly resilient and willing to work extra hours when required;

**6. Desirable Qualifications and Experience:**

- Flight Medical and/or MEDEVAC experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Formal training in Advanced Cardiac Life Support (ACLS) and/or Advanced Trauma Life Support (ATLS);
- Successful completion of Major Incident Medical Management and Support (MIMMS);
- Experience in delivering medical training in emergency medicine, trauma and health care;
- Training in Public and/or Occupational health is an advantage;
- Previous experience managing a health care team in a Field Mission, military or similar environments.

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

- Valid C or C1 driving license;
- Knowledge of Russian and/or Georgian language.