

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Partnership Mission in the Republic of Armenia (EUPM Armenia) 3-2026 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Partnership Mission in the Republic of Armenia			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (12)</u>			
	ARMP 11	Head of Operational Advice and Capacity Building Unit / Senior Operational Adviser	Yerevan	ASAP
	ARMP 14	Senior Adviser on Countering Foreign Information Manipulation and Interference (FIMI)	Yerevan	ASAP
	ARMP 20*	Head of Planning, Reporting and Evaluation	Yerevan	ASAP
	ARMP 21	Planning and Evaluation Officer	Yerevan	ASAP
	ARMP 22*	Project Coordinator	Yerevan	ASAP
	ARMP 23	Legal Adviser	Yerevan	ASAP
	ARMP 26	Senior Adviser on Legislative Matters	Yerevan	ASAP
	ARMP 27	Senior Adviser on National Resilience / Whole-of-Government Approach	Yerevan	ASAP
	ARMP 28	Senior Adviser - Hybrid Threats Risk Assessment / Situational Awareness	Yerevan	ASAP
	ARMP 29	Senior Adviser on Cybersecurity	Yerevan	ASAP
	ARMP 30	Senior Adviser on Cyber and Critical Infrastructure Protection	Yerevan	ASAP
	ARMP 31*	Senior Adviser on Countering Illicit Financing	Yerevan	ASAP
	<u>Seconded/Contracted (2)</u>			
	ARMP 04	Head of Security and Health	Yerevan	ASAP
	ARMP 32	Information Security Officer	Yerevan	ASAP
Deadline for applications:	Friday, 25 September 2026, at 17:00 (Brussels time)			

Applications must be submitted to:	1) You have the nationality of an EU Member State: you must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do <i>Please note: 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.</i>
Information:	For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ): Ms Tanja HERTOGHE CivOpsHQ-HR-EUPM-Armenia@eeas.europa.eu +32 (0)2 584 2191

*Availability of post is subject to deployment 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

EUPM Armenia 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 establish 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 EUPM Armenia, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member 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).

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. Candidates seconded by Contributing Third States will apply using the dedicated application form returned in Word format.

Selection process – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or 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-learning>.

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

Data protection – The EEAS/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

Position Name: Head of Operational Advice and Capacity Building Unit / Senior Operational Adviser	Employment Regime: Seconded	
Ref. Number: ARMP 11	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Operations	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Operational Advice and Capacity Building Unit / Senior Operational Adviser reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To coordinate the work of the Unit's staff as well as staff deployed through short-term development instruments in the field of countering hybrid threats and enhancing cybersecurity;
- To oversee the Unit's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Unit's contribution to the Mission's internal and external reporting against benchmarking;
- To support the development of the local authorities in the field of hybrid threats and cybersecurity through advice, training, exercises and mentoring;
- To advise authorities in the operationalisation of whole-of-government and whole-of-society frameworks against hybrid threats;
- To support authorities in development of national action plans on countering hybrid and cyber threats;
- To identify needs and provide capacity building support to relevant Armenian authorities with a view to developing and enhancing capacities for i.a. situational awareness and hybrid threat assessment, including in the area of FIMI and cyber;
- To work in close cooperation with the other Mission advisers and relevant counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To facilitate liaison with Member States' and like-minded agencies;
- To act as the representative of the Unit with external interlocutors;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and 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 provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 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 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 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;
- Knowledge of frameworks on resilience and preparedness against hybrid threats;
- Understanding of tactics, techniques and procedures (TTPs) employed by hybrid threat actors.

6. Desirable Qualifications and Experience:

- Master's degree in security studies, social sciences, public relations, law, management, business administration, or other relevant subjects;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analysis, in a governmental agency/Ministry or equivalent, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis, post-crisis or transitory areas with multinational and international organisations;
- Experience in capacity-building on navigating cyber threat landscape (threat detection, incident response and recovery, cybersecurity stress-testing with institutions);
- Knowledge of EU and national cybersecurity policies and frameworks;
- Knowledge of legal framework and international regimes in the areas of financial crime, money laundering, asset recovery or corruption.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Adviser on Countering Foreign Information Manipulation and Interference (FIMI)	Employment Regime: Seconded	
Ref. Number: ARMP 14	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Operations / Operational Advice and Capacity Building Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Countering Foreign Information Manipulation and Interference (FIMI) reports to the Head of Operational Advice and Capacity Building Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational levels;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide strategic advice and assistance to the relevant Armenian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To facilitate support and liaise with Member States and like-minded state institutions countering hybrid threats;
- According to operational needs, liaise with international bodies and EU institutions, bodies and agencies;
- To identify and advise the relevant Armenian partners on the capacity and training opportunities on hybrid threats, particularly foreign information manipulation and interference;
- To advise on development and operationalisation of national counter-FIMI frameworks and action plans;
- To provide capacity-building support on FIMI detection, interpretation and response to Armenian counterpart;
- To advise counterpart on developing a whole-of-society approach to FIMI resilience, including via digital and media literacy and fact-checking;
To support the relevant Armenian partners in identifying the appropriate equipment and infrastructure needed to strengthen resilience to hybrid threats;
- To manage, lead and facilitate projects and interventions on hybrid threats/cybersecurity;
- To advise, support and facilitate the relevant Armenian partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on hybrid threats;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To liaise closely with other horizontal advisers.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Good knowledge of hybrid threats and/or cybersecurity, including concrete experience on either strategic or operational levels gained in a governmental agency or equivalent;
- Ability to mentor and motivate local national counterparts;
- Experience of designing and delivering training;
- Knowledge of FIMI frameworks and analysis such as FIMI TTPs, DISARM framework, FIMI monitoring tools (e.g. as Open-Source Intelligence (OSINT) tools).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in developing strategies, policies and/or operational plans on hybrid threats and/or cybersecurity;
- Experience in coordination and information sharing between governmental agencies and services nationally and internationally;
- Knowledge of emerging technologies, in particular Artificial Intelligence (AI)

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russia's hybrid strategies;
- Knowledge of EU policy framework for enhancing resilience to and countering hybrid threats, or for cybersecurity;
- Knowledge of current practices in the field of inter-service cooperation;
- Knowledge of Armenian or/and Russian language(s).

Position Name: Head of Planning, Reporting and Evaluation	Employment Regime: Seconded	
Ref. number: ARMP 20*	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Chief of Staff / Planning, Reporting and Evaluation	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Head of the Planning, Reporting and Evaluation Section reports to the Deputy Head of Mission/Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the unit, to produce the Mission operational planning, reporting and analysis requirements, including, the monthly, six-monthly and special reports;
- To compile, ensure consistency and update the Mission Implementation Plan (MIP) in coordination with the Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- 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 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 ensure timely and accurate reporting and information flow within the Mission to the Civilian Operations Headquarters, EU Member States and other international stakeholders;
- To supervise the Project Cell's project development and implementation, ensuring that projects are in line with the Mission's mandate and priorities as defined in the Mission's OPLAN and MIP
- 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.
- To support the Mission's operational elements in their application of tools, systems and procedures for planning as well as for progress monitoring and evaluation.
- To replace the Mission's Chief of Staff in his/her absence.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute to and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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:

- Armenian and/or Russian language skills.

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: ARMP 21	Location: Yerevan	Availability: ASAP
Department/Component/Unit: Chief of Staff / Planning, Reporting and Evaluation	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line

The Planning and Evaluation Officer reports to the Head of Planning, Reporting and Evaluation.

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP), in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the Mission's operational activities and state of play of mandate implementation;
- To support and contribute to the revision of the Mission mandate and Operation Plan (OPLAN) in terms of its tasks and benchmarking framework;
- To liaise regularly with the Mission's operational and advisory elements, on the one hand, and external stakeholders, on the other, for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation, and ensure that Mission personnel is also regularly updated in this regard;
- To coordinate, develop and implement baseline surveys, as well as monitoring and evaluation exercises for assessing the impact of the Mission activities.
- To contribute towards ensuring that Mission personnel are periodically updated on the progress of mandate implementation;
- To develop, update and organise trainings for Mission Members on tools, formats and systems for benchmarking, progress assessment and evaluation;
- To contribute to the drafting of the Benchmarking Table for the Mission's Six-Monthly Report;
- To support the work of the Mission's Project Cell to develop projects in line with the Mission's mandate, OPLAN and MIP.
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To replace the Mission's Reporting Officer(s) in his/her/their absence.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

- Planning skills;
- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection.

6. Desirable Qualifications and Experience:

- Experience in leading and communicating change management initiatives;
- Experience with applying monitoring and evaluation tools and frameworks to track and assess implementation progress;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge and experience of working in the area of operations.

Position Name: Project Coordinator	Employment Regime: Seconded	
Ref. Number: ARMP 22*	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Chief of Staff / Planning, Reporting and Evaluation Section/Project Cell	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Project Coordinator reports to the Head of Planning, Reporting and Evaluation.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work of the Mission's Project Cell in accordance with the Mission's Operation Plan (OPLAN) and relevant planning documents;
- To ensure project proposals are coordinated within the Mission and external stakeholders;
- To support and facilitate the Mission's operational elements and managers in identifying, planning, developing and implementing Mission projects with other stakeholders by applying appropriate project management methodologies
- To assess project proposals and make recommendations on feasibility and sustainability of projects in cooperation with finance and operational elements and heads of units;
- To advise Mission operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To establish and maintain contacts with International Organisations and Non-Governmental Organisations to coordinate efforts and to identify potential project partners and funding opportunities, while prioritising project sustainability and non-duplication of efforts
- To act as the interface between project leaders and various elements of Mission Support;
- To establish and maintain the mission project database and ensure accurate Mission project history and ongoing activities record;
- To conduct post project reporting and evaluation for systematic impact assessment;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To identify, manage and report risks arising from the implementation of processes, systems and projects.
- To utilise IT tools and technologies such as the Enterprise Resource Planning (ERP) System for contract management related tasks.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 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. 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 4 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 work collaboratively;
- Ability to manage, mentor and motivate colleagues from different backgrounds;
- Ability to establish, plan, and review priorities incl. excellent problem solving skills;
- Ability to communicate and engage with senior staff and decision makers;
- Excellent Project management skills;
- Report writing and communication skills, strong client orientation.
- Familiar with EU Financial Regulations;

6. Desirable qualifications and experience:

- Certificate in PRINCE2 and/or PM²
- International experience, particularly in crisis areas with multinational and international organisations;

7. Desirable Knowledge, Skills and Abilities:

- Armenian and/or Russian language skills.

Position Name: Legal Adviser	Employment Regime: Seconded	
Ref. Number: ARMP 23	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Chief of Staff	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Legal Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To provide legal expertise and advice to Mission management pertaining to the Mission and its legal framework, status and mandate;
- To exercise oversight in all legal aspects of Mission operations, including contracts related to legal or financial issues, contracts of employment and other administrative legal issues;
- To liaise with international and local stakeholders on legal issues;
- To coordinate and cooperate with Civilian Operations Headquarters and the European Commission Foreign Policy Instruments on legal matters;
- To advise the Head of Mission and Head of Mission Support on the legal aspects of contracts related to the Mission premises, communications, IT, procurement including purchase agreements, service agreements, lease agreements, administrative arrangements, and special service agreements;
- To advise the Chief of Staff and Head of Human Resources on legal issues related to selection, recruitment, employment contracts and secondment etc.;
- To provide advice on the status of the Mission on privileges and immunities etc.;
- To draft agreements and arrangements with other actors such as EU Delegations and other international organisations, Common Security and Defence Policy Missions and operations, EU agencies, host country authorities and NGOs etc.;
- To oversee project implementation from the legal perspective;
- To provide legal advice, guidance and training to Mission members regarding the local legal system and legislation;
- To liaise and coordinates with other relevant domestic bodies concerning legal matters;
- To advise on Mission Personal Data Protection and act as Missions Personal Data Protection Adviser;
- To coordinate access to document requests and reply to Ombudsman complaints;
- To monitor the legal internal consistency of policies and the consistency with EU law;
- To prepare legal advice and assistance on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Mission on disciplinary matters;
- To draft assessments and recommendations in relation to internal disciplinary and administrative proceedings.
- Ensure compliance with and provide clarifications on Civilian Operations Commander (CivOpsCdr) instructions, EU legislation, Mission internal rules, including Standard Operating Procedures and their drafting;
- To deliver training material on legal issues to the Mission and other organisations.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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 plan and carry out training related to general legal issues;

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma in law OR a qualification in the National Qualifications Framework in law 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 in law, e.g. Master's Degree;
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Experience in legal administrative issues (i.e. contracts, etc.);
- Excellent drafting skills;
- Proficient 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:

- Understanding of hybrid threats and FIMI;
- Armenian and/or Russian language skills.

Position Name: Senior Adviser on Legislative Matters	Employment Regime: Seconded	
Ref. Number: ARMP 26	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Operations / Strategic Advisory Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Legislative Matters reports to the Head of the Strategic Advisory Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterparts on the strategic and operational level as appropriate;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, when and where relevant, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To support Armenian authorities in development of national strategies and action plans on countering hybrid threats;
- To advise on legislative matters related to security architecture, national security, civilian crisis management and counter-hybrid threats (laws on or related to National Security, Cybersecurity, Illicit Financing as well as countering FIMI, as well as related by-laws, regulations and administrative measures), in line with EU best legislative standards;
- To support the Mission's efforts in advising relevant Armenian counterparts on parliamentary oversight mechanisms, as well as the role of civil society;
- To advise and support relevant Armenian counterparts on reviewing regulations, laws, memoranda and explanatory notes in the field of national security, crisis management and related legal framework;
- To identify, assess and report on legislative or procedural gaps, lessons learned and good practices within the respective area of responsibility;
- To ensure coherence and cooperation with international partners;
- To ensure Armenian progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Armenian counterparts are cognisant of UNSCR 1325 and human rights;
- To identify training and operational support needs, and provide training as relevant.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To contribute to and ensure timely reporting on activities within the respective area of responsibility;
- To take into account gender equality and human rights aspects in the execution of tasks;
- To take into account political aspects and exercise discretion, diligence and sound judgement 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 second 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 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Understanding of roles and responsibilities across relevant government functions and in relevant agencies;
- Knowledge of EU or/and EU MS legislation, as relevant, within the respective area of responsibility;
- Knowledge of legislative standards regarding good governance and oversight in the civilian security sector;
- Experience in compliance with data protection standards;
- Ability to draft policies and guidelines;
- Ability to work with diverse stakeholders, colleagues and counterparts;
- Ability to communicate, present and report to relevant stakeholders;
- Experience in designing and delivering training;
- Ability to mentor and motivate local national counterparts, taking into account national circumstances.

6. Desirable Qualifications and Experience:

- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in working with civilian crisis management policies, relevant EU agencies and international initiatives/policies;
- Knowledge of civilian crisis management at national level;
- Experience in coordination and information sharing between law enforcement and intelligence/security agencies, nationally and internationally;
- Knowledge of the national crisis management architecture requirements, including preparedness, planning, and crisis command and control
- Knowledge of national legislation and regulation regarding National Security, Cybersecurity, Illicit Financing, and FIMI

7. Desirable Knowledge, Skills and Abilities:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the political situation of Armenia and the threats to the national security;
- Knowledge of Armenian and/or Russian language
- Knowledge of international legal framework on civilian crises management;
- Knowledge of current practices in the field of interservice cooperation.

Position Name: Senior Adviser on National Resilience / Whole-of-Government Approach	Employment Regime: Seconded	
Ref. Number: ARMP 27	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Operations / Strategic Advisory Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on National Resilience / Whole-of-Government Approach reports to the Head of the Strategic Advisory Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterparts on the strategic and operational level as appropriate;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, when and where relevant, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To support Armenian authorities in development of national strategies and action plans on countering hybrid threats;
- To provide advice on fostering a whole-of-government and whole-of-society approach;
- To advise Armenian authorities with a view to promoting a coordinated approach between ministries and agencies across domains and to prepare recommendations on how to improve resilience and response in the context of hybrid threats;
- To provide advice on strengthening inter-institutional coordination, including by providing advice on coordination, procedures and communication channels as well as relevant methodologies and standard operating procedures;
- To support the operationalisation of inter-institutional mechanisms into institutionalised formats by providing advice in regard to the process (Standard Operating Procedures and methodologies) and on drafting inter-institutional planning;
- To advise on shaping future crisis management protocols, including on intelligence sharing in an electoral/crisis management scenario and on exercise planning;
- To ensure coherence and cooperation with international partners;
- To ensure Armenian progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Armenian counterparts are cognisant of UNSCR 1325 and human rights;
- To identify training and operational support needs, and provide training as relevant.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute to and ensure timely reporting on activities within the respective area of responsibility;
- To take into account gender equality and human rights aspects in the execution of tasks;
- To take into account political aspects and exercise discretion, diligence and sound judgement 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 second 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 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience in designing and delivering training;
- Experience in development/implementation of whole-of-government and inter-institutional preparedness and resilience;
- Knowledge of national security architecture and processes related to supporting high-level decision making and establishing situational awareness, EU best practices and methodologies;
- Experience from working with strengthening resilience in the field such as countering hybrid threats;
- Ability to draft policies, guidelines and communicate to relevant stakeholders;
- Ability to work with diverse stakeholders, colleagues and counterparts;
- Ability to mentor and motivate local national counterparts, taking into account national circumstances.

6. Desirable Qualifications and Experience:

- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in working with civilian crisis management policies, relevant EU agencies and international initiatives/policies;
- Knowledge of civilian crisis management at national level;
- Experience in coordination and information sharing between law enforcement and intelligence/security agencies, nationally and internationally;
- Subject matter expertise in crisis management and/or national security;
- Experience in planning training activities, such as tabletop exercises, to test processes and procedures.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the political situation of Armenia and the threats to the national security;
- Knowledge of Armenian and/or Russian language;
- Knowledge of international legal framework on civilian crises management;
- Knowledge of current practices in the field of interservice cooperation.

Position Name: Senior Adviser - Hybrid Threats Risk Assessment / Situational Awareness	Employment Regime: Seconded	
Ref. Number: ARMP 28	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Operations / Strategic Advisory Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser - Hybrid Threats Risk Assessment / Situational Awareness reports to the Head of the Strategic Advisory Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterparts on the strategic and operational level as appropriate;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, when and where relevant, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To advise on Armenia's current crisis management framework, with a focus on hybrid threats and on information exchange at national level;
- To advise on the development of methodologies and standard operating procedures for a National Crisis Response platform;
- To advise on how to strengthen a whole-of-government approach, national-level decision-making, information exchange and crisis communication;
- To advise on development of crisis management protocols, information sharing and integrated situational awareness and risk assessment, and on relevant methodologies and standard operating procedures;
- To provide advice and mentoring to, and to contribute to training for, relevant Armenian counterparts on the principles, operational processes and procedures related to risks and threats monitoring, inter-institutional information exchange and early warning;
- To ensure coherence and cooperation with international partners;
- To ensure Armenian progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Armenian counterparts are cognisant of UNSCR 1325 and human rights;
- To identify training and operational support needs, and provide training as relevant.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute to and ensure timely reporting on activities within the respective area of responsibility;
- To take into account gender equality and human rights aspects in the execution of tasks;
- To take into account political aspects and exercise discretion, diligence and sound judgement 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 second 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 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local national counterparts;
- Experience in designing and delivering training;
- Proven knowledge of national security and crisis management architecture;
- Skills in risk and crisis management planning practices (preparedness and response planning)
- Skills of risk management and impact analysis concepts;
- Knowledge of crisis management architecture, including high-level decision-making processes and establishing situational awareness;
- Excellent communication and interpersonal skills, with the ability to build trust and collaborate with senior government officials, authorities, and other stakeholders;
- Good strategic planning, conceptual and analytical drafting;
- Ability to draft policies, guidelines and communicate to a broad audience.

6. Desirable Qualifications and Experience:

- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in working with civilian crisis management policies, relevant EU agencies and international initiatives/policies;
- Knowledge of civilian crisis management at national level;
- Experience in coordination and information sharing between law enforcement and intelligence/security agencies, nationally and internationally;

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge of EU best practices and technical solutions associated with risk assessment, situational awareness/picture;
- Experience in analytical threat assessment systems development and understanding of monitoring capacities and reporting mechanisms.
- Knowledge of international legal framework on civilian crises management;
- Knowledge of current practices in the field of interservice cooperation;
- Knowledge of Armenian and/or Russian language(s).

Position Name: Senior Adviser on Cybersecurity	Employment Regime: Seconded	
Ref. Number: ARMP 29	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Operations / Operational Advice and Capacity Building Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Cybersecurity reports to the Head of the Operational Advice and Capacity Building Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterparts on the strategic and operational level as appropriate;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, when and where relevant, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To support Armenian authorities in development of national strategies and action plans on countering hybrid threats;
- To advise and support the relevant Armenian counterparts on strengthening their strategic and operational cybersecurity capabilities, as well as their resilience and capacity to respond to malicious cyber activities;
- To advise on the development of cybersecurity legislation and strategies and their implementation;
- To advise on the transformation of the Armenian national cybersecurity framework into the new ecosystem;
- To advise on the introduction of EU standards on NIS2 and on developing public-private partnerships in the cybersecurity domain;
- To advise authorities on understanding the cybersecurity threat landscape;
- To advise on strengthening cyber threat detection and intelligence, situational awareness, information sharing and the establishment of standardised mechanisms to this end;
- To review and provide strategic advice on cybersecurity incident response plans and roadmaps, including those related to DDoS attacks, cloud first policy and Operational Technology (OT) security, as well as on related exercises.
- To support the development of a framework for cyber threat intelligence capabilities;
- To provide advice on the strengthening of Armenian counterparts' capacities for monitoring, analysing and communicating about cybersecurity threats, vulnerabilities and incidents;
- To advise on application of cybersecurity regulation and the choice of suitable cybersecurity equipment and services
- To contribute to the developments of standard operating procedures (SOPs) for the above processes;
- To ensure coherence and cooperation with international partners;
- To ensure Armenian progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Armenian counterparts are cognisant of UNSCR 1325 and human rights;
- To identify training and operational support needs, and provide training as relevant.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute to and ensure timely reporting on activities within the respective area of responsibility;
- To take into account gender equality and human rights aspects in the execution of tasks;
- To take into account political aspects and exercise discretion, diligence and sound judgement 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 second 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 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of EU cyber policy efforts and processes;
- Knowledge of cybersecurity eco-systems, relevant actors and their interrelations;
- Solid understanding of cyber threats and attacks, including tactics, techniques, and procedures;
- Knowledge of Cyber Governance and compliance activities;
- Excellent analytical and problem-solving skills, with the ability to think strategically;
- Ability to communicate, present and report to relevant stakeholders at both technical and strategic levels.

6. Desirable Qualifications and Experience:

- Experience in working with civilian crisis management policies, relevant EU agencies and international initiatives/policies;
- Knowledge of civilian crisis management at national level;
- Experience in coordination and information sharing between law enforcement and intelligence/security agencies, nationally and internationally;
- Experience in building cyber threat intelligence (CTI) capabilities, including the development of threat intelligence functions and the development of standard operating procedures;
- Experience with NIS-2 implementation and public private partnerships;
- Experience in leading relevant programs, such as Cybersecurity Incident Response, CTI or vulnerability management;
- Experience in cooperating across government stakeholders regarding information exchange and utilisation thereof for threat reports;
- Experience in a Cybersecurity Authority, Security Operations Center (SOC) and/or Computer Emergency Response Team (CERT);
- Possession of internationally recognised certifications such as ISACA, CISM, CRISC, CISA or ISC2: CISSP, CCSP or similar.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the threat of foreign interference, including cyber threats and attacks, tactics, techniques and procedures;
- Knowledge of Armenian and/or Russian language;
- Knowledge of international legal framework on civilian crises management;
- Knowledge of current practices in the field of interservice cooperation.

Position Name: Senior Adviser on Cyber and Critical Infrastructure Protection	Employment Regime: Seconded	
Ref. Number: ARMP 30	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Operations / Operational Advice and Capacity Building Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Cyber and Critical Infrastructure Protection reports to the Head of the Operational Advice and Capacity Building Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterparts on the strategic and operational level as appropriate;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, when and where relevant, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To support Armenian authorities in development of national strategies and action plans on countering hybrid threats;
- To advise Armenian authorities on alignment of critical infrastructure (CI) frameworks with international and EU standards and on developing national priorities for CI protection (CIP) and CI resilience;
- To contribute to advising Armenian counterparts' in building their capacity to prevent, respond to and resolve cybersecurity incidents as well as to their operations;
- To advise Armenian authorities on mapping CI in alignment with the Directive on Critical Entities Resilience (2022/2557) (CER) and on achieving respective synergies with the NIS2 Directive (2022/2555);
- To advise Armenian authorities on developing a regulatory framework for Communications and Information Technology (ICT) infrastructure;
- To advise Armenia's Security Operations Centre (SOC) and Computer Emergency Response Team (CERT) on building capacities to address vulnerabilities and CI cyber threats;
- To advise the Armenian authority responsible for overseeing critical service providers (public and private);
- To advise on the development of plans to enhance the cybersecurity posture of relevant institutions and processes, including the implementation of security controls and measures to prevent, detect, and respond to cyber threats;
- To advise on best practices for securing the infrastructure, including through risk assessments, cloud environments and network communication, in line with international standards;
- To ensure coherence and cooperation with international partners;
- To ensure Armenian progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Armenian counterparts are cognisant of UNSCR 1325 and human rights;
- To identify training and operational support needs, and provide training as relevant.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;;
- To contribute to and ensure timely reporting on activities within the respective area of responsibility;
- To take into account gender equality and human rights aspects in the execution of tasks;
- To take into account political aspects and exercise discretion, diligence and sound judgement 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 second 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 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local national counterparts;
- Experience in designing and delivering training;
- Experience of implementing the Critical Entities Resilience Directive (2022/2557) (CER);
- Knowledge of the NIS2 Directive (2022/2555);
- Knowledge of critical national infrastructure protection;
- Experience in cooperating across different stakeholders;
- Experience in reviewing and developing strategies, plans and roadmaps for infrastructure protection.

6. Desirable Qualifications and Experience:

- Experience with public-private partnerships and advising on risk self-assessment of CI;
- Experience in Cybersecurity Incident Response, Cyber Threat Intelligence or Vulnerability Management;
- Experience with developing and conducting risk assessments;
- Experience with infrastructure hardening;
- Experience of developing and implementing incident response plans;
- Experience in working with civilian crisis management policies, relevant EU agencies and international initiatives/policies;
- Knowledge of civilian crisis management at national level;
- Experience in coordination and information sharing between law enforcement and intelligence/security agencies, nationally and internationally;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Cyber Threat Intelligence and Open-Source Intelligence
- Knowledge of Network Engineering, Cyber Governance and/or Compliance activities
- Knowledge of international legal framework on civilian crises management;
- Knowledge of current practices in the field of interservice cooperation;
- Knowledge of Armenian and/or Russian language(s).

Position Name: Senior Adviser on Countering Illicit Financing	Employment Regime: Seconded	
Ref. Number: ARMP 31*	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Operations / Operational Advice and Capacity Building Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Adviser on Countering Illicit Financing reports to the Head of the Operational Advice and Capacity Building Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterparts on the strategic and operational level as appropriate;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, when and where relevant, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To support Armenian authorities in development of national strategies and action plans on countering hybrid threats;
- To support the review of Armenia's institutional framework with a view to strengthening Armenian authorities' capacities to detect and respond to illicit financing in the political and electoral context, including through financial investigations, case analysis, evidence gathering and asset recovery;
- To advise and elaborate recommendations on the investigation techniques and tools to detect, analyse and respond to the cases of illicit financing, in accordance with EU best practises and the national legal framework;
- To provide advice to Armenian authorities on processes regarding tracking and prosecuting illicit finances, including by use of crypto assets, including on how to facilitate the translation of cases into criminal investigations and efficient prosecution, with specific focus on election-related financial interference risks;
- To advise and elaborate recommendations regarding inter-institutional cooperation and coordination on cases and procedures;
- To provide advice and training on countering crypto-based transactions used for subversive purposes, including through investigative tools for blockchain analysis and link mapping;
- To contribute to advise on public awareness to counter illicit financing.
- To ensure coherence and cooperation with international partners;
- To ensure Armenian progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Armenian counterparts are cognisant of UNSCR 1325 and human rights;
- To identify training and operational support needs, and provide training as relevant.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;

- To contribute to and ensure timely reporting on activities within the respective area of responsibility;
- To take into account gender equality and human rights aspects in the execution of tasks;
- To take into account political aspects and exercise discretion, diligence and sound judgement 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 second 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 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local national counterparts;
- Experience in designing and delivering training;
- Understanding of the risks posed by illicit financing, including crypto, to the electoral and political process and the importance of addressing these risks.
- Knowledge of the modus operandi of illicit financial flows and counteracting measures;
- Understanding of means and methods for efficient interagency cooperation in the field of expertise;
- Excellent communication and interpersonal skills, with the ability to build trust and collaborate with senior government officials, authorities, and other stakeholders.

6. Desirable Qualifications and Experience:

- Experience in working on anti-money laundering (AML) issues, including in an electoral context.
- Knowledge of international standards and best practices on AML, including those set by the Financial Action Task Force (FATF);
- Experience in cooperating across government stakeholders regarding information exchange and best practices on AML;
- Expertise in complex investigations;
- Understanding of relevant oversight mechanisms within the field of expertise;
- Knowledge of crypto-currency ecosystems, crypto-currency forensics, blockchain forensics and/or virtual asset service provider regulation;
- Proficiency in link analysis tools, techniques of open-source intelligence and financial intelligence, and crypto-currency tracing platforms.
- Experience in working with civilian crisis management policies, relevant EU agencies and international initiatives/policies;
- Experience in coordination and information sharing between law enforcement and intelligence/security agencies, nationally and internationally;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the security, economic and political context in Armenia and the wider region
- Knowledge of international legal framework on civilian crises management;
- Knowledge of current practices in the field of interservice cooperation;
- Knowledge of Armenian and/or Russian language(s).

SECONDED/CONTRACTED POSITIONS

Position Name: Head of Security and Health	Employment Regime: Seconded/Contracted	Post category for Contracted: Expert Level
Ref. number: ARMP 04	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Chief of Staff / Security and Health	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Security and Health is the primary adviser to the Head of Mission on Security, Medical and Safety related aspects and reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of Security and Duty of Care Unit;
- 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 lead, direct and manage the staff and work of Mission Security and Health Department, as per the relevant document of the Operation Plan;
 - To monitor and assess the security situation and provide security analyses, recommendations and advice to the Head of Mission, Senior Management and Mission members on all security related matters that affect the Mission, its assets, personnel and information;
 - To provide advice and implement measures to ensure the security and safety of Mission members;
 - To be responsible, in line with EU Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
 - To contribute and coordinate to the drafting of security policies and procedures;
 - To be responsible for the protection of EU classified information (EUCI) within the Mission and to ensure information is handled in accordance with EU rules;
 - To produce security inputs to daily Situational Reports, Weekly Operational Summary, Monthly and Six Monthly Reports and ensure real time reporting from potential trouble spots;
 - To be responsible for the supervision of journey management planning and provide timely advice and guidance to Mission members;
 - To ensure that comprehensive security induction and other necessary trainings are provided to Mission members;
 - To ensure that regular security drills, communication tests and evacuation exercises are conducted;
 - To ensure that Contracted Guard complies with the agreed Terms of Reference and fulfils the contractual obligations according to the assigned performance standards, including the Code of Conduct;
 - To ensure an effective system of security reviews in relation to the Missions' property and buildings and recommend changes if necessary;
 - To develop professional contacts with Security Managers of EU bodies, diplomatic representatives, local police and international organisations and other local actors as applicable.
- To coordinate security reviews of Mission members' personal protective equipment, transport, Mission members residences and Mission offices as necessary;
- Provides basic medical assistance to Mission Members as a first responder;
- To be available to deploy 24/7, to provide security direction, follow up action and set priorities to effectively manage foreseen/unforeseen security events or incidents;
- To work in close cooperation with Mission Support on matters related to budget and procurement of security equipment, contracts/services and draft terms of reference;

- To ensure all security and communications equipment is operational and ready to use;
- To ensure that all medical equipment in the Area of Operation (AoO) is kept in a state of operational readiness, including ensuring that content of medical equipment and assets (trauma bags, AED's etc.) is kept up to date;
- To prepare requisition for purchase of medical items and necessary equipment after having received approval from Civilian Operations Headquarters;
- To provide ongoing emergency first aid training to all staff, performs medical briefing for incoming staff;
- To ensure the policy on security clearances for Mission members is correctly applied;
- To travel to all Mission areas including high risk areas as required;
- To collaborate with and report to Civilian Operations Headquarters Security and Health Division on all security related matters and ensure the implementation of their security recommendations;
- To regularly convene with the Mission Security Management Team;
- 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 provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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. Mission Specific Tasks and Responsibilities:

- To develop emergency medical contingency plans and planning for response to a mass casualty incident and medical evacuation;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To develop, implement and update the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To provide comprehensive reports on all incidents affecting Mission Members and initiates necessary follow up action with the appropriate authorities;
- To review the security level and state of alert;
- To draft security related Terms of Reference for the procurement of security equipment, contracts and services;
- To act as the Mission Medical Focal Point towards the Civilian Operations Headquarters (CivOpsHQ) Medical Team which includes the following tasks:
 - Continuity of current medical, emergency and other planning according to the directives given by the CivOpsHQ Medical team;
 - Respond to medical incidents. Coordinate and monitor the medical evacuation chain with the contracted health care provider and the Mission's insurance provider with the CivOpsHQ Medical team;
 - To prepare and perform medical briefings and trainings for all new and existing staff as requested by CivOpsHQ.
- To oversee the business continuity plan and follow up with the Mission Support Department regarding emergency storage for fuel, water, medical equipment, communications and rations;
- To manage and maintain the status of mission Shelters and safe-rooms as applicable;
- To conduct Fire Safety Management: assessment and management of fire risks.

5. 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 and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

6. 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;
- Organisational, planning, and time management skills.

7. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of EU Mission Security Officer Certification Course;
- Authorised to carry and use weapons in compliance with the applicable legal framework;
- Valid license for armoured vehicle or C or C1 driving license;
- International experience, particularly in crisis areas with multinational and international organisations.

8. Desirable Knowledge, Skills and Abilities:

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

Position Name: Information Security Officer	Employment Regime: Seconded/Contracted	Post category for Contracted: Mission Support Management Level (MSML)
Ref. number: ARMP 32	Location: Yerevan	Availability: ASAP
Component/Department/Unit: Security and Health	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Information Security Officer reports to the Head of Security and Health.

2. Main Tasks and Responsibilities:

The Information Security Officer operates in the following sectors of activity:

Protection of Information and Classified Information Handling:

- To develop Standard Operating Procedures (SOP) and guidelines regarding the EU Policies and Council Decision on Classified Information (EUCI);
- To implement and maintain technical infrastructure for the protection of classified information;
- To assist staff on classification decisions and distinction between sensitive and classified information;
- To ensure that the Mission complies with the information security triad of confidentiality, availability and integrity;
- To audit and verify compliance in the use of classified information systems;
- To monitor and follow-up on Personal Security Clearances for International Staff;
- To report any security violation or/and compromise of information.

Crypto Custodian:

- To assume responsibilities as the Crypto Custodian for the Mission including registration, protection and transfer of accountable crypto items;
- To report the EU Crypto Custodian in case of security violation and/or compromise or suspicion of compromise of crypto material;
- To develop and maintain the SOP for the use of crypto material, including audit and traceability;
- To liaise and maintain contact with EEAS for any topic in relation with crypto matter.

Cybersecurity:

In collaboration with the Communications and Information Systems (CIS) Officer, the information security officer operates and/or supports the following areas of activity:

- To develop or coordinate the implementation of awareness campaigns and workshops related to information security systems (cyber hygiene good practices, passwords practices, etc.), cybersecurity threats (phishing and hacking awareness), personal operational security OPSEC (use of social network and mobile phones) and classified information handling;
- To manage the dedicated cybersecurity training platform, troubleshooting issues, overseeing compliance with training requirements, provide reporting to hierarchy accordingly;
- To act as supplementary/back-up Cyber point of contact towards CivOpsHQ.4 and under the guidance of their Cyber Team be able to support the response to active cyber incidents;
- To participate in the general cybersecurity activity flow, specifically related to threat intelligence and threat and risk assessments;
- To comply with the relevant cyber incident reporting lines and create internal triaging flows;
- To participate in cyber-related investigations;

Miscellaneous:

- To contribute to technical information security risk and control assessments/audits of systems and infrastructure, and provide actionable insights and data regarding status of implementation or compliance to system owners,
- To identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to information security products, solutions, and services;
- To prepare and provide training, advice and easy to follow user guidelines on using and maintaining information contained in IT systems.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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 undertake any other related tasks as requested by the Line Manager / HoM.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Computer Science, Information Systems or equivalent education OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework in Computer Science, Information Systems or equivalent education OR a qualification of the second 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
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of industry best practices in information security, risk management and hardware and OS platform security and global security standards;
- Problem solving skills and the ability to understand and analyse complex technical problems and requests, and successfully manage and solve them daily;
- Ability to develop awareness campaigns;
- Ability to advise on information security and counter intelligence in the digital domain.

6. Desirable Qualifications and Experience:

- To possess current/valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC OR a combination of postgraduate certificates and certifications such as CompTIA Security+, or GISF certifications in security or information security;
- Experience with processes of Microsoft Windows/Linux server, Microsoft Active Directory and Group Policies, Microsoft 365 Security platform and Purview;
- Involvement in establishing formal security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial;
- Background and familiarity with IT infrastructure methodologies, processes, and practices (i.e. ITSM/ ITIL);
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU information security standards and formal accreditation processes;
- Project management skills and practical experience with project management tools;
- Knowledge of problem solving and analytical ability to analyse complex systems

configuration;

- Knowledge of information technology and security issues;
- Ability to develop and audit security systems using traceability framework;
- Knowledge of Russian and/or Armenian language(s).