

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Monitoring Mission in Georgia</b> <b>EUMM Georgia</b> <b>1-2026 Call for Contributions</b> <b>Civilian CSDP Young Professional Experts Pilot Programme</b> Requirements and Job Descriptions				
<b>Organisation:</b>	European Union Monitoring Mission in Georgia			
<b>Job location:</b>	As indicated below			
<b>Employment regime:</b>	As indicated below			
<b>Job titles/ vacancy notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
	GEO YP 06	CIS Officer (Digital Collaboration & Innovation)	Tbilisi	ASAP
<b>Deadline for applications:</b>	<b>Tuesday, 07 July 2026, at 17:00 (Brussels time)</b>			
<b>Applications must be submitted to:</b>	1) <b>You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b> a) You are already registered on Goalkeeper AND you have an EU Login: <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a> b) You do not have a Goalkeeper account or an EU Login: <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a>  <i><b>Please note:</b> Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ): <b>Ms Susanne EVERT</b> <a href="mailto:CivOpsHQ-HR-EUMM-Georgia@eeas.europa.eu">CivOpsHQ-HR-EUMM-Georgia@eeas.europa.eu</a> <b>+32 (0)2 584 29 63</b>			



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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**

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

**Seconded personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

**Tour of duty 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, renewable for a second year.

Admission to the Young Professional Experts Programme shall not entitle the successful candidates to a future employment or give priority to be recruited for any of the positions in the civilian CSDP missions. Applications under the contracted regime will not be considered for a one-year period after completion of the programme.

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

## **I. GENERAL CONDITIONS**

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

**Age** – Candidates must be at least 18 years and maximum 32 years old at the deadline for application.

**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.*

## 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.

**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>.

**Professional experience** - A minimum of two years of professional experience, gained after reaching the age of 18 and having fulfilled the education requirements (including acquired through relevant internships, i.e. EULEX Kosovo Internship Programme) is required to apply for this programme. Applicants should not have previously participated in any civilian CSDP Mission.

**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.*

## 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.

**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 Young Professional Experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment.

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.

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 seconded 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.

**Applications** – 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.

In relation to the Concept Note on Civilian CSDP Young Professional Expert Pilot Programme (EEAS(2024)1538), Young Professional Experts must be at least 18 years and maximum 32 years old at the deadline for applications; they furthermore must have not previously participated in any civilian CSDP Mission.

**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.

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

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

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

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

The Privacy Statement is available on the EEAS website.

## **V. JOB DESCRIPTIONS**

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

<b>Position Name:</b> CIS Officer (Digital Collaboration & Innovation)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO YP 06	<b>Location:</b> Tbilisi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/Communication & Information Systems Section (CIS)	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The CIS Officer (Digital Collaboration & Innovation) reports to the Head of Communications and Information Systems (CIS), while maintaining a direct operational and functional partnership with the Information Manager to ensure seamless teamwork.

### 2. Main Tasks and Responsibilities:

- To ensure the high availability, technical configuration, and continuous optimization of the Mission's digital collaboration platforms, primarily focusing on the Microsoft 365 CoPilot (M365) suite;
- To work closely with relevant departments to ensure information, reporting and analysis requirements are factored in the continuous development of information management tools;
- To identify the exchange requirements to develop "real-time data visualizations" and dashboards, fostering a common operational picture for the chain of command and other EU actors;
- To drive digital innovation within the Mission by customizing, testing, and deploying Artificial Intelligence (AI) tools and automated workflows to enhance staff productivity and data processing;
- To design information flows that allow for the automated synthesis of data, producing high-level analytical reports for management and operational needs;
- To act as the technical counterpart to the Information Manager, translating information governance policies, filing plans, and the Document Management System (DMS) into functional IT architecture and SharePoint structures;
- To monitor user adoption of collaborative software and proactively identify technical gaps or opportunities for system upgrades to support the Mission's operational and reporting requirements;
- To provide technical support specifically for information systems, collaborative workspaces, and custom AI deployments;
- To design, organize, and deliver comprehensive training and user guides for Mission staff, ensuring effective utilization of M365 tools, and AI applications;
- To support the integration of location-based data into the broader information management strategy to enhance spatial awareness;
- To work in close cooperation with the Information Manager as a cohesive team, acting as their direct backup and assuming critical document management, archiving, and information flow responsibilities during their absence to ensure business continuity.

### 3. General Tasks and Responsibilities

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

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

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Information Management Solutions/System, Integrated Data Management, Digital Transformation, Data Science, Business Informatics, or a related technical field emphasizing digital workflow.

#### **AND**

- A minimum of 2 years of relevant professional experience after fulfilling educational requirements in the field of digital project management, integrated data systems, or modern records management where technology used to optimize information flow.

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

- Knowledge of databases, data analysis software products and low-code/no-code development platforms to build custom interfaces for information retrieval and reporting;
- Technical proficiency in customizing digital workspaces and integrating AI-supported productivity tools (e.g., Copilot, Power Automate);
- Knowledge of Information Management Systems;
- Excellent pedagogical and presentation skills, with the ability to explain complex technical concepts and software tools to a non-technical audience;
- Drafting skills with the ability to translate complex technical architecture into clear, non-technical guidance for Mission leadership and staff;
- Ability to work dynamically on his/her own initiative, using a methodical approach to test, prototype, and deploy new digital tools that improve Mission efficiency;
- Strong problem-solving skills and a proactive approach to digital innovation.

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

- Knowledge of EEAS Security Regulations, Data Protection Legislation, and Council Archives and records management standards;
- Familiarity with the EU AI Act (specifically Article 4 on AI literacy) and the EU Data Act, with an understanding of how these impact mission-level information security;
- International experience, working with people from diverse backgrounds;
- Practical experience with other data evaluation and visualization tools (e.g., GIS-based mapping) to present high-level situational awareness to senior leadership.

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

- Russian and/or Georgian Language